Victorian Training Guarantee

2013 Guidelines about Fees
Purpose
The purpose of these Guidelines is to describe requirements regarding tuition fees and other fees associated with government subsidised training and to set out financial and accountability requirements with regard to fees.

These Guidelines apply to all enrolments in Victorian government subsidised training.

SECTION 1
1. General requirements for calculation and levying of fees
1.1. The RTO must set and publish on its website a standard hourly tuition fee payable for each enrolment in a course, including hours of assessment conducted as Recognition of Prior Learning.
1.2. For each enrolment in a course, the RTO must calculate a tuition fee on the basis of an amount for each scheduled hour of training which a person enrolls in at that time to undertake in 2013.
1.3. The RTO must not retrospectively change or adjust the tuition fee of an enrolled individual.
1.4. If an individual enrolls in further scheduled hours of training in the same enrolment in a course at another time during 2013 however, then the tuition fee for the additional scheduled hours shall be calculated according to the hourly tuition fee applicable at that time.
1.5. If a course is undertaken partly in 2013 and partly in a second or subsequent calendar year, tuition fees shall be calculated according to the fees applicable when the training is to be undertaken. The RTO may only calculate and charge tuition fees for the hours in which the person is enrolling that will be undertaken in 2013.
1.6. The RTO must publish on its website all other fees associated with government subsidised training including but not limited to those specified in Section 4 of these Guidelines.
1.7. The RTO must supply each individual with a Statement of Fees, being an itemised list of all fees and materials required for 2013, prior to enrolment. The Statement of Fees must clearly indicate the actual tuition fee per scheduled hour that the individual is being charged.
1.8. For courses eligible for VET FEE-HELP, the RTO may charge a fee for recognition of prior learning only if an individual enrolls in a unit of study designated for recognition of prior learning.

SECTION 2
2. Tuition fee waivers/exemptions
2.1. The RTO must allow tuition fee waivers/exemptions in accordance with this Section 2 of these Guidelines.
2.2. The RTO must not collect a tuition fee from an individual whose enrolment is undertaken by arrangement with another education institution which provides payment to the RTO for tuition.
2.3. The RTO must not charge a tuition or other fee for an enrolment for which funding has been provided directly or indirectly by the Commonwealth Government and where a condition of the funding prohibits the imposition of a tuition or other fee.

2.4. Prior to the commencement of training, the RTO must sight and retain copies of all documentation demonstrating an individual’s eligibility for the tuition fee waiver/exemption granted by the RTO for audit or review purposes and to meet the record keeping requirements set out in Section 6 of these Guidelines.

2.5. The RTO must report to the Commission all tuition fee waivers/exemptions granted by the RTO in accordance with the fee concession reporting requirements outlined in the Victorian VET Student Statistical Collection Guidelines as issued by the Commission from time to time.

**Judy Lazarus Transition Centre**

2.6. The RTO must not charge a tuition fee for enrolment by an individual who is from the Judy Lazarus Transition Centre (as a prisoner within the meaning of the [Corrections Act 1986](#)).

2.7. The RTO must retain a copy of written confirmation that the individual meets the requirements of clause 2.6 from the management of the Judy Lazarus Transition Centre.

**Young people on community based orders**

2.8. The RTO must not charge a tuition fee for enrolment by an individual who is required to undertake the course pursuant to a community based order made under the [Children, Youth and Families Act 2005](#).

2.9. The RTO must retain a copy of written confirmation that the individual meets the requirements of clause 2.8 from the relevant Youth Justice Unit of the Victorian Department of Human Services.

**Young People Transitioning From Care Initiative (Provider Network RTOs only)**

2.10. The RTO must not charge a tuition fee for enrolment by an individual referred to them with a standard Young People Transitioning From Care Referral Form.

2.11. The RTO must retain the original Young People Transitioning From Care Referral Form, and return a copy to the relevant referring agency.

**TAFE Fee Waiver for Childcare Qualifications (TAFE Institutes only)**

2.12. A RTO must not charge a tuition fee for enrolment by an individual at a TAFE Institute in the following courses:

   a. CHC50908 - Diploma of Children’s Services (Early Childhood Education and Care);
   b. CHC60208 - Advanced Diploma of Children’s Services;
   c. CHC50302 - Diploma of Children’s Services; and
   d. CHC60202 - Advanced Diploma of Children’s Services.

2.13. The RTO (TAFE Institutes only) is required to inform current and potential child care students about the tuition fee waiver for child care qualifications in fee policy...
documents, promotional material such as websites, handbooks, and brochures and through student administration and career counsellor networks.

SECTION 3

3. Concession fees

3.1. The RTO must allow concessions on standard hourly tuition fees in accordance with this Section 3 of these Guidelines.

3.2. The concession fee must be 20 per cent of the RTO’s published standard hourly fee as described in clause 1.1, being the fee that the RTO would have charged a non-concession government subsidised student in the same course at that time.

3.3. If an individual who was previously eligible for a concession under this Section 3 becomes ineligible for the concession before the completion of the hours for which they have paid tuition fees, this does not affect the tuition fees payable for the enrolment.

3.4. Prior to the commencement of training, the RTO must sight and retain copies of all documentation demonstrating an individual’s eligibility for the fee concession granted by the RTO for audit or review purposes and to meet the record keeping requirements set out in Section 6 of these Guidelines.

3.5. The RTO must report to the Commission all fee concessions granted by the RTO in accordance with the fee concession reporting requirements outlined in the Victorian VET Student Statistical Collection Guidelines as issued by the Commission from time to time.

General Concessions

3.6. For enrolments in courses at the Certificate IV level and below, the RTO must charge the concession fee to an individual who, prior to the commencement of training, holds a current and valid:
   a. Commonwealth Health Care Card;
   b. Pensioner Concession Card; or
   c. Veteran’s Gold Card; or
   d. an alternative card or concession eligibility criterion approved by the Minister for the purposes of these Guidelines

3.7. The concessions provided for in clause 3.6 (a) and (b) also apply to a dependant spouse or dependant child of a card holder.

3.8. The RTO must retain a copy of the relevant concession card specified at clause 3.6.

3.9. For individuals entitled to a concession under clauses 3.6 or 3.7 that are also referred Job Seekers with a standard Job Seeker Referral Form; the RTO must retain a copy of the original Job Seeker Referral Form and return the original to the individual. On enrolment, a copy of this form must also be returned by the RTO to the Job Seeker’s referring agency.

3.10. The Commission will not make a contribution to the RTO toward revenue forgone for referred Job Seekers as a result of charging Job Seekers the concession fee. With the prior agreement of the referring agency, the RTO must invoice the referring agency directly for the portion of the tuition fee not covered by the referred Job Seeker.
Indigenous Completions Initiative

3.11. Under the Indigenous Completions Initiative, for enrolments in a course at any level the RTO must charge the concession fee to individuals who self-identify as being of Aboriginal or Torres Strait Islander descent (and are reported as such through the “Indigenous Student Identifier” field of the Student Statistical Report).

3.12. The RTO must retain a copy of the enrolment form on which the individual self-identified as indigenous.

Single and Teenage Parents Training Initiative
(Single and Teenage Provider Network RTOs only)

3.13. Under the Single and Teenage Parents Training Initiative, for enrolments in a course at the Certificate II, III or IV level, the RTO must charge the concession fee to an individual referred to them with a standard Single and Teenage Parents Training Initiative Referral Form.

3.14. The RTO must retain the original Single and Teenage Parents Training Initiative Referral Form, and return a copy to the relevant referring agency.

Continuing Students - Tuition Fee Youth Concessions at TAFE
(TAFE Institutes only)

3.15. For continuing enrolments only at a TAFE Institute in courses at the Diploma and Advanced Diploma level, the RTO must charge the concession fee to a student who:
   a. was under the age of 25 as at 1 January 2012
   b. commenced the course prior to 1 July 2012 and is continuing into 2013 in the same enrolment, and
   c. holds, or is the dependent spouse or dependent child of a person who holds a current and valid:
      i. Commonwealth Health Care Card;
      ii. Pensioner Concession Card; or
      iii. Veteran’s Gold Card; or
      iv. an alternative card or concession eligibility criterion approved by the Minister for the purposes of these Guidelines.

3.16. The RTO must retain a copy of the relevant concession card specified at clause 3.15(c).

SECTION 4

4. Other fees

4.1. The RTO must publish on its website all other fees associated with government subsidised training including but not limited to any student services and amenities fees, fees for goods, services or materials and administration fees.

4.2. If the RTO imposes any other fees, including but not limited to those outlined in clause 4.1, the RTO must supply the individual with itemised details of the fees prior to enrolment as part of a Statement of Fees.
SECTION 5

5. Refunds

5.1. The RTO must supply each individual with a clear refund policy prior to enrolment that is fair, reasonable and covers scenarios relating to withdrawal by the student, course cancellation, closure of the RTO and any other reasonable matter and that meets the standards of the RTO's relevant regulator.

5.2. Notwithstanding clause 5.1, enrolments in courses eligible for VET FEE-HELP are subject to VET FEE-HELP requirements.

SECTION 6

6. Accounts and records of tuition fees and other fees

6.1. The accounts and records kept by the RTO must clearly distinguish income and expenditure for fee-for-service training from government subsidised training.

6.2. The RTO must establish and maintain a separate general ledger account to record receipt of income from fees for tuition and the payment of refunds of tuition fees.

6.3. The RTO shall keep records, including evidence, to support any claim for a contribution towards revenue foregone as a result of granting concessions or waivers/exemptions.