Clause 7.4 of 2012 Service Agreements with the Victorian Skills Commission (the Commission) requires RTOs to make available to the Commission if requested, for each course/qualification that it offers, indicative fees for government subsidised training; and for fee for service training.

Service Agreement Notification 2012-01 provided direction in relation to the submission of indicative fee information for government subsidised courses.

This Service Agreement Notification provides additional direction for RTOs in relation to the submission of indicative fee information for fee for service courses.

Main Points

### Service Agreement clause 7.4: Submission of fee information

**WHAT**  
RTOs must submit indicative fees for fee for service courses offered.

**WHEN**  
Within two (2) months of the Commencement Date of the Service Agreement.

**HOW**  
RTOs must complete the uploadable excel form titled ‘Submission of Fee Information’ found in the Documents section on SVTS and then submit the form as an attachment via the SVTS enquiry function under the ‘Student Fees’ category. This form covers both government subsidised and fee for service information.

### Actions Required:

- RTOs must submit fee for service information in accordance with the 2012 Service Agreement and this Service Agreement Notification.
- RTOs that have already submitted fee for service information are not required to re-submit this information.
- All enquiries concerning this Service Agreement Notification should be lodged on SVTS under ‘Student Fees’ category.

Lee Watts  
Executive Director  
Sector Operations