

Purpose:

The purpose of this policy is to provide staff with guidelines regarding the collection of fees paid in advance by domestic students.

Policy:

This policy ensures that Skills Training Australia will not collect prepaid fee payments of more than \$1500 from a prospective or current domestic student.

Policy Detail:

- Students are not required to make prepaid fee payments of more than \$1500 prior to or following program commencement.
- Skills Training Australia may require additional fees in advance but only such that at any given time the total amount required to be paid, which is attributable to training services yet to be delivered, does not exceed \$1500.
- The tuition protection requirements do not apply, for example, where an employer engages Skills Training Australia to provide training and/or assessment to members of its staff through a negotiated commercial transaction.

Approval Authority:

This Policy is approved by the Chief Executive Officer as indicated and the control copy is one that is maintained within the Quality Management System and as such, all hard copies need to be verified.

Documents Referenced:

- Standards for Registered Training Organisations (RTO) 2015
- User Guide to the Standards for RTOs 2015
- National Code 2018
- P129A VET Student Loans – Tuition Protection Arrangement