

Purpose:

The purpose of this policy and procedure is to provide Skills Training Australia staff with a framework for the calculation of tuition fees and other fees for all enrolments under the VET Student Loans Program with a commencement date on or after 1 January 2020.

Policy Outline:

Skills Training Australia holds provisional approval to offer VET Student Loans for specific qualifications and has processes in place to organise the loan option for eligible students who elect to take out the loan.

Procedure:

Calculation of VET Student Loans tuition fees for enrolments in eligible courses that commence on or after 1 January 2020 and before 1 January 2021

1. Skills Training Australia determines the tuition fees for each approved course.
2. The Chief Executive Officer submits and publishes the list of current and up-to-date fee information for the approved course, including the tuition fees and other fees, to the Department of Education, Skills and Employment (DESE) via MySkills website by 1 December of the previous year, or prior to enrolling students, whichever is earlier.
3. The Administration Officer publishes the standard tuition fee payable for each part of the approved course (i.e. unit/subject) and any other details of other fees on the website before student enrolment. This information must be kept up to date and include the following caveat:

The student tuition fees as published are subject to change given individual circumstances at admission.

4. The Administration Officer sends, electronically or in hard copy format, the VSL Statement of Covered Fees after enrolment but before census day.

The VSL Statement of Covered Fees covers:

- the date of the notice;
the enrolment is accepted on the basis that some or all of the tuition fees for the course will be covered by a VET student loan;
- the student's name, residential address, phone number and email address;
- the provider's name, any other business name that the provider uses and the provider's RTO registration code;
- the student's student identification number as issued by the provider;
- the student's Commonwealth Higher Education Student Support Number (CHESSN), if available;
- the student's student identifier (USI);
- the name of the course.

Fees for VET Student Loans where a student is funded under the Skills First Program

Where an eligible student, whose training is funded under the Skills First Program, elects to access the VET Student Loans to pay the tuition fee, Skills Training Australia must inform DESE and the eligible student

VSL - Tuition Fees and Charges

Policy and Procedure

Fees for Recognition of Prior Learning (RPL) within courses eligible for VET Student Loans

For courses eligible for VET Student Loans, Skills Training Australia may charge an assessment fee for RPL only if a student enrolls in a unit of study designed for RPL.

Student Services, Materials and Amenities Fees

1. Skills Training Australia has calculated fees to be inclusive of the following:

- a. Tuition
- b. Resources (where applicable)
- c. Amenities
- d. Administration Costs

Note: The exception to this is HLT54115 Diploma of Nursing as resources are purchased separately direct from a supplier. This information is published on the Skills Training Australia website.

2. The fees collected and expended are for the sole purpose of providing facilities, services or activities related to the provision of the course at Skills Training Australia.

Loan Fee

A 20% loan fee applies for students for VET Student Loans accessed by full fee paying/fee for service students. The loan fee does not count towards a student's FEE-HELP limit.

Refunds

Skills Training Australia must supply each individual with the refund policy *prior* to enrolment.

Refer to the VET Student Loans – Refund Policy and Procedure.

Accounts and records of tuition fees and other fees

1. Accounts and records kept by Skills Training Australia must clearly distinguish income and expenditure for fee-for-services training from government subsidised training and further education.
2. Skills Training Australia 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.
3. Skills Training Australia shall keep records, including evidence, to support any claim for compensation for revenue foregone as a result of granting concessions or waivers/exemptions.

Approval Authority:

This Policy and Procedure is approved by Skills Training Australia Management 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:

VSL - Tuition Fees and Charges

Policy and Procedure

- P126A VET Student Loans – Refund
- Standards for Registered Training Organisations 2015
- VET Student Loans Manual for Providers