

Fees & Charges Policy & Procedure

Policy Purpose

This policy outlines the terms surrounding payment and obligations for students accessing study and having fees contributed by the commonwealth via VET Student Loans program.

As VET Student Loans may only cover tuition fees, any other fees and charges must be borne by the student. The requirements around other fees that are incidental to study are to help ensure that any upfront costs to students are kept to a minimum and to what may reasonably and fairly be charged to a student

The Health Arts College Fees and Charges Policy and Procedure sets out to ensure the following principles are adhered to:

- ❖ Transparency – all fees and charges are transparent and students have access to the necessary information to make informed decisions regarding their training.
- ❖ Accessibility – equitable access to publicly funded training (where eligible).

Procedural fairness – fair and just procedures for the administration of all fees and charges, including protection for students in the event that The Health Arts College ceases to provide a course of study in which a student is enrolled

Policy Scope

This policy applies to students who enrol into an eligible course and use VET Student Loans for payment, in any approved courses.

Providing and Publishing Fee Information

Before enrolling a student in an approved course, THA will publish tuition fees on the website that is publically accessible <http://www.thacollege.edu.au/Vet-student-loans.php> and update the list whenever there is a change to the fees charged for the course. THA will also use the My Skills website (www.myskills.gov.au) for listing current and up to date fee information, including tuition fees and other fees. This will also be updated whenever there is a change to the fees charged for the course

In addition, THA will provide all relevant information related to tuition fees during the Pre enrolment information session.

The Health Arts College will provide the Secretary, in relation to each approved course offered, a list of the fees charged for the course including the tuition fees for each part of the course THA will update the list whenever there is a change to the fees charged for the course.

Throughout the enrolment process and once the student's enrolment has been confirmed, all students are continuously provided information related to tuition fees for all or part of the approved course;

- Enrolled students will receive a Statement about their covered fees, titled 'VET Student Loan Statement of Covered Fees'. This Statement is provided after the student enrolls and prior to the first census date and at the same time that the Student Loan Fee Notice for the first part of the course is issued
- Students who are enrolling in a VET Student Loan approved course, with an Invoice Notice at least 14 days prior to the applicable census date. The Invoice Notice will contain information about the course, student identification number, costs of VET units of study, census dates and withdrawal rights and obligations. The Invoice Notice will ensure students are aware of the loan commitment should they continue with their enrolment past the census date
- The Health Arts College will provide students who are requesting VET Student Loan assistance, with a Commonwealth Assistance Notice (CAN) within 28 days after the

census date. This will inform students of the debt they have incurred. Students will only receive this notice if they did not withdraw on or before the census

Fee Determination

In determining tuition fees, The Health Arts College will not regard any of the following;

- Any matters related to the manner or timing of payment of tuition fees by students or payment of loan amounts by the Secretary to THA
- Fees payable for anything other than student access including student entry, administration, tuition or assessment for a course
- Fees payable for goods and services whether essential to the course or not, or any fine or penalty that may be imposed on a student

Fee Periods:

THA will determine at least three fee periods for an approved course. The fee periods of the course will be sequential and together equal the duration of the course. Each fee period will contain one census day. The tuition fees charged will be reasonably apportioned over each fee period. This will ensure students incur debts as they progress through a course and not in one amount at commencement of the course. It will also allow students to indicate to the department their progression and engagement throughout their course in order to continue to access the loan. Refer to the Example Fee Period below that demonstrates, the fee period for the course

Name of Course:		SHB50115 Diploma of Beauty Therapy (1year course) -9 March 2018				
Delivery Location(s):		NSW, VIC, SA				
Delivery Mode(s):		On-site, Self Directed Learning (SDL)				
Unit of study	Unit of study code	Commencement date	Census date	Completion date	EFTSL	Tuition fee VSL Covered Fees
Year 1	DBT T1	9 March 2018	29 March 2018	21 June 2018	0.36	\$3,900.00
Year 1	DBT T2	22 June 2018	25 July 2018	6 December 2018	0.36	\$3,900.00
Year 1	DBT T3	7 December 2018	25 December 2018	8 March 2019	0.28	\$2,200.00

Length of the fee periods

The length of our fee periods are structured so that there is sufficient time between enrolment and start of the course. We allow a minimum of 2 weeks gap between enrolling and starting the course. The fee period will also allow students to indicate to the department their progression and engagement throughout their course in order to continue to access the loan.

Fees Other Than Tuition

THA will only charge fees other than tuition fees where they are clearly stated prior to enrolment and agreed to with the student. These will include items that are required to complete the course. THA will ensure that students understand;

- that the fees are not for tuition
- the purpose of the fees
- the student's total liability for the fees
- when and how the fees are to be paid

The following additional fees and charges are communicated prior to enrolment and include;

- A 20% loan fee applies for eligible students accessing VET Student Loans. The loan fee does not count towards your VET Student Loan HELP Balance and is not part of the total tuition fee.
- Re-Issue of Testamurs / Statements of attainment - \$50 each copy
- Re-Issue of Student Card \$20.00
- Late payment of term fees - \$250.00 per instalment (self-funded)

Variations to tuition fees

THA will only vary a published tuition fee for a course or a part of a course;

- if the Secretary has given the provider written approval of the proposed variation, or
- if the change:
 - occurs before the published census date; and
 - does not disadvantage students enrolled in, or seeking to enrol in that course or part of the course; and
 - is necessary to correct an administrative error or deal with a change in circumstances

Withdrawals

Where a student withdraws their enrolment in an approved course on or before the census day, they will not incur tuition fees for the course or part of the course, to which the census day applies. The Health Arts College is obligated to advise the department immediately in the event that a student does not want to use the VET Support Loan to pay tuition fees for a particular part of the course.