



Fees and Charges Policy

Policy number: CS04

Version: 4.5

Policy Owner: General Manager Organisational Services

Subject Expert: Manager, Customer Service

Next review date: 18 June 2025

1. PURPOSE

Fees and charges for students undertaking publicly funded vocational education and training (VET) in Western Australia must be collected in accordance with the provisions of the Vocational Education and Training Act 1996, Vocational Education and Training (Colleges) Regulations 1996 and/or, where appropriate, as specified in contractual arrangements with training providers.

South Metropolitan TAFE will adhere to the Government of Western Australia, Department of Training and Workforce Development (DTWD), VET Fees and Charges Policy, A New Tax System (Goods and Services Tax) Act 1999 and the Higher Education Support Act 2003 when setting and publishing VET course fees and charges for state funded training courses.

Fee for service training courses will be priced in accordance with Government of Western Australia commercial service costing guidelines and SM TAFE Commercial Contracting policy.

All students are required to pay course fees where applicable.

All debtors and students with previous write-offs must repay outstanding fees or previous write-offs.

2. SCOPE

This policy applies to all South Metropolitan TAFE staff and students.

The policy applies to all students undertaking VET study for:

- units of competency;
- modules from within an accredited course;
- qualifications from the training packages funded by DTWD; and
- accredited award courses.

3. PRINCIPLES

The Fees and Charges policy is based on the following principles:

Transparency – VET fees and charges are transparent, and student have access to the necessary information to make informed decision regarding their training.

Accessibility – equitable access to publicly funded training.

Procedural fairness – fir and just procedures for the administration of VET fees and charges.

4. POLICY GOVERNANCE

- **Department of Training and Workforce Development** VET Fees & Charges Policy
- Department of Training and Workforce Development Delivery and Performance Agreement (DPA) with South Metropolitan TAFE
- A New Tax System (Goods and Services Tax) Act 1999
- Goods and Services Tax Ruling (GSTR 2013/1)
- **SM TAFE Policy:** VET Academic Appeals Policy
- **SM TAFE Policy:** VSL Application for Refund and Recredit based on Special Circumstances
- VET Student Loans (Courses and Loan Caps) Determination 2016
- VET Student Loans Rules 2016
- VET Student Loans Act 2016

5. KEY TERMS – Refer to [QMS Glossary](#) for definitions

- All students / All debtors
- Apprenticeship
- Course fee
- Debtor
- Discretionary fee
- DTWD
- FPA
- POR
- Resource fee
- Responsible Officer
- RPL
- SM TAFE
- Tuition fee
- USI
- VET
- VFH
- VSL
- Waiver
- Write-off

6. PRINCIPLES FOR STANDARD ENROLMENTS

6.1. Collection of fees

The DTWD VET Fees and Charges policy states that an enrolment is not complete until *“statutory and Registered Training Organisation (RTO) (South Metropolitan TAFE’s) based fees and charges are paid, deferred payment arrangements have been made or fees and charges have been waived.”*

South Metropolitan TAFE’s Fees and Charges policy, as set out in this document, must be applied to all students unless they are specifically excluded by this policy.

6.2. Enrolment Payment Options

The DTWD Fees and Charges Policy allow for a student to take up one of the following payment options:

- a) pay the full amount of fees and charges;
- b) present a signed authority from an employer to invoice that employer for the student’s fees and charges;
- c) pay the fee by instalment;
- d) declare their intent to defer payment under the Commonwealth Government’s VET Student Loans program, subject to eligibility and acceptance by the provider.
- e) pay part of the full amount of fees and charges or pay by instalment and defer payment of the other part under the Commonwealth Government’s Student Loans programs; or
- f) make application on the grounds of severe financial hardship for fees and charges to be waived for courses below diploma level or concession-eligible Diploma and Advanced Diploma. Students who do not have a USI or have a debt or fail to take up one of the above payment options **must not be enrolled**.

Apprentices and trainees are to be treated the same as other students and are legally liable to pay fees.

Refer to **APPENDIX A** for acceptable payment types at SM TAFE.

6.3. Debtors

The failure by a student to pay course fees owing to SM TAFE is a breach of the terms and conditions of enrolment and can lead to the refusal of further or future enrolments.

All student debtors, including Apprentices and Trainees who are not covered by a third-party sponsorship are to be treated according to this policy.

A third-party (employer or sponsor) debtor is responsible for payment of fees for the period (and/or any training delivered within the period) in line with the authorised Authority to Invoice. In most cases, where a third-party (employer or sponsor) defaults on paying the student fees, the debt remains with the third party and does not transfer to the student. The third party will be managed as per the Debt Management Policy refer to **FA16 Debtor, Recovery and Write-off Policy**. Variances to a change in employer-employee circumstances, will be assessed on a case-by-case basis by



Manager Customer Service, Manager Student Administration or Director Client Services.

A third-party may cancel an Authority to Invoice. If training has already taken place prior to cancellation, the employer is liable for the debt. The cancellation of an Authority to Invoice should be for an effective date from the date written notification has been received by SM TAFE. In this situation any future fees will then transfer to the student.

Rolling over of debt (from a recent previous enrolment) into a new enrolment payment plan can be considered with approval from Manager Customer Service. The debt will only be permitted to be rolled over if the student has not defaulted on their existing payment plan.

A student must not be enrolled if they do not make arrangements to pay their write off balance.

Special circumstances may be considered on a case-by-case basis with the Manager Customer Service, Manager Student Administration or the Director of Client Services.

6.4. Other fees

6.4.1. Discretionary fee

On-site students are required to pay a \$20 discretionary fee to cover items such as security and other on-site facilities once per annum. This fee is automatically charged when a student is enrolled. This fee is non-refundable for **on-site students** once enrolled as this fee covers the cost of services that have been put into place based on the student's enrolment commitment.

Students who study off-site (e.g., online delivery) are not required to pay a discretionary fee.

Students enrolling into a commercial course are not required to pay an additional discretionary fee as it is factored into the costing for these courses.

6.4.2. Incidental fee

Fees that are additional to student contributions or tuition fees and are for goods or services that are related to studies. The following list of incidental fee items cannot be included in a resource fee or VSL as they are not considered to be consumed and/or transformed as part of the course of study as per GSTR 2001/1. These fee items attract the GST.

- Course Uniforms
- Textbook
- Computers
- Calculators
- Toolkits
- Stationery supplies
- Personal Protective Clothing and Equipment



Incidental items are to be purchased separately by students (including International students) through a third party except in the case where a commercial client has requested these items to be included as part of a specialised fee-for-service course which has been commercially costed accordingly.

6.4.3. Recognition of Prior Learning (RPL) fee

RPL is a de-regulated fee which is determined by the College. The College's default RPL course fee is set at the non-concession Priority Industry Qualification rate as specified in the DTWD VET Fees and Charges Policy.

RPL students must be enrolled prior to any servicing of the RPL client. A \$100 fee applies for pre-assessment interview for new students where there is no current enrolment in any qualification, skill set or units of competency. This interview fee is non-refundable if the student withdraws once the pre-assessment process has commenced.

All RPL fees must be paid in full and no payment plan option is available for RPL enrolments.

The DTWD Delivery and Performance Agreement (DPA) states that students can only be enrolled via RPL in one qualification per semester under profile.

6.4.4. Replacement white cards

A \$35 fee applies for the issuance of replacement white cards. The replacement white card is issued by the Academic Records Centre.

6.4.5. Replacement Awards / Academic Records

The following fees are applicable if students require re-prints of the following college documents from the Academic Records Centre:

- Replacement Statement of Attainment \$ 20.00
- Replacement Record of Results \$ 20.00
- Replacement Award/Certificate \$ 50.00

Replacement Award/Certificate includes Record of Results.

6.4.6. Other

Excursions or field trips which are directly related to the curriculum, and which are not predominantly recreational in nature, are considered GST free. Specifically, the cost of entry fee, charges for equipment and activities and transport costs can be included as an additional course charge and included in the enterprise receipting module of the SMS.



6.5. Resource Fee

Resource fees are governed by the DTWD VET Fees and Charges Policy, the Goods and Services Tax Act 1999 and associated GST rulings and the Costing and Pricing Government Services: Guidelines for Use by Agencies in the Western Australian Public Sector.

Resource Fee for new units of competency are set in accordance with State Government cost recovery principles. Consumer Price Index (CPI) is applied to existing units of competency at the start of each financial year.

7. PRINCIPLES FOR NON-STANDARD ENROLMENTS

South Metropolitan TAFE will apply the principles outlined in DTWD's VET Fees and Charges policy for all non-standard enrolments, including:

- 7.1. Multiple enrolments;
- 7.2. Enrolment in CAVSS and USIQ;
- 7.3. Re-enrolling in or studying multiple classes of the same unit;
- 7.5. Remote assessment supervision; and
- 7.6. Charges for students transferring to other RTOs.

8. DOCUMENTS SUPPORTING THIS POLICY

The DTWD Delivery and Performance Agreement with South Metropolitan TAFE

8.1. Policies

- CS04 VET Fees and Charges Policy
- CS05 Withdrawals and Refunds Policy
- CS06 Enrolment Policy
- VET Student Loans Rules 2016

8.2. Procedures

- CS0401 Severe Financial Hardship Procedure
- CX0706 Apprentice Enrolment procedure
- CS0605 Terms and Conditions of Enrolment

8.3. Forms

- CS040101 Enrolment Adjustment Form
- CX03001 Special Application for Remission/Re-credit of VET Student Loan
- CX030102 VET Student Loans Application Form
- CS040102 Financial Assistance Application Form
- CS040103 Request for Resource Fees (Power App online form)
- CS040104 Application for Waiver of Fees CPFS form

RTO Provider No. 52787

TAFE International WA Provider No. 52395 – CRICOS Code 00020G

Policy number: CS04 | V4.5



- CS040105 Payment Plan Direct Debit Request
- CS050005 Fee Waiver Request (Administration Adjustment) Form
- CX070901 Authority to Invoice Third Party Form

9. POLICY REVIEW AND COMMUNICATION

All staff will be notified of new policies and policy changes and the documents will be available on the QMS.

10. POLICY APPROVAL

Approved and Endorsed:

Terry Durant

Managing Director

Date: 10 August 2018

11. DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
V1.0	03/07/2017	General Manager Organisational Services	Fees and Charges policy
V2.0	10/08/2018	General Manager Organisational Services	Fees and Charges policy
V3.0	1/04/2020	CORPEX meeting	Major amendment: Resources Fee, RPL fee information added
V4.0	18/06/2021	General Manager Organisational Services	Major amendments: 2. Principles; 6.4.4.; 6.5. Review is incomplete – only CS04 policy was reviewed and approved. Linked documents are currently under review.
V4.1	14/12/2021	Director Client Services	Minor updates to 6.4 Other Fees
V4.2	11/08/2022	Planning and Evaluation Officer	CS040101, CS040102 updated according to AVETMISS Standards
V4.3	04/11/2022	General Manager Organisational Services	Policy structure update – 5 Key definitions changed to key terms
V4.4	14/12/2022	Manager Customer Service	Minor updates to forms CS040102 & CS040104

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V4.5	05/7/2023	Manager Customer Service	Minor updates
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APPENDIX A

PAYMENT OF FEES

1. Payment in full

SM TAFE accepts payment in full to confirm an enrolment. Payments can be made by cash, credit or debit card.

2. Third party invoicing

All students are eligible to apply for their course fees to be paid by a third party sponsorship at the College. A signed Authority to Invoice Third Party form must be completed and/or a purchase order must be provided at time of enrolment.

3. Paying in instalments

3.1. State funded courses

Fee Payment agreements (FPA) are available for Institutional Based Training (IBT) students enrolled in a state funded (profile) course however, a minimum deposit of \$100 is required to confirm the enrolment and the balance is payable in:

- 4 fortnightly payments for students enrolled in a one term course: or
- 8 fortnightly payments for students enrolled in a one semester course: or
- 16 fortnightly payments for students enrolled in a one-year course

Note: The student's payment plan must be concluded before the student's course ends.

International students may pay their resource fees on a two fortnightly payment plan. Any variation to this must be approved by the Manager, Customer Service or Manager, Student Support.

3.2. Apprentice and Trainee Payment plans

Fee Payment agreements (FPA) are available to Apprentice and Trainees. The following conditions apply:

- \$100 deposit per course for block delivery and \$100 deposit per semester-based enrolment for day release.
- The maximum duration of the payment plan per block is 8 fortnights or 16 weeks.
- Where students have not yet closed one payment plan (due to the variability of time between blocks) and where there has been no default on payments, the outstanding balance can be rolled into a new payment plan.

3.3. Fee for Service (Commercial) courses

Fee Payment agreements (FPA) are not available for Fee for Service courses unless approval has been granted by the General Manager Training Services and Managing Director.

4. Defer payment under the Commonwealth Student Loans programs

Commonwealth Student loans are available to eligible students enrolled in VET Student Loan approved courses. Refer to eligibility requirements on the SM TAFE website. There is no loan fee chargeable for profile funded enrolments.

A 20% once off loan fee applies to FFS courses. This loan fee does not count towards the student's FEE HELP limit. There are no fees associated with profile funded courses.

5. Partial self-payments, and partial loan

Students may choose to partially pay for their enrolment themselves (payment in full or payment plan) and partially pay via a Commonwealth Student loan if:

- they are eligible for a Commonwealth student loan; and
- if they are enrolled in a VET Student Loan approved Diploma or Advance Diploma course.

Students must advise the enrolling officer of their intent at time of enrolment.

Enrolling officers must check if the course is eligible for a loan under the approved Commonwealth Student Loans list of courses.

The list is available from South Metropolitan TAFE's fees list on the internet or from the Commonwealth's VET Student Loans (Courses and Loan Caps) Determination 2016 (legislation.gov.au)

6. Secondary school-aged persons

Secondary school-aged persons **not enrolled** at school are eligible to enrol at SM TAFE and the maximum tuition fee chargeable in 2023 is \$420. The maximum is the total tuition fee for all courses the student is enrolled in annually. Any applicable resource fees are payable by the student.

Secondary school-aged persons who are **enrolled** at school may enrol at SM TAFE after school hours (e.g., for short courses) but must pay fee for service rates.

FEE WAIVERS

1. Fees waiver for Students in State Government Care

Students in State Government care who are under the age of 18 years or if they are of secondary school-age, may apply for a fee waiver under section 6.3.5. of the 2023 DTWD VET Fees & Charges policy.

Note, only units commenced prior to the student turning 18 years will be eligible for a waiver.

2. Fees waiver / Financial hardship – other

RTO Provider No. 52787

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Policy number: CS04 | V4.5

Fee waivers are **not permitted** for the following student cohorts:

- students studying Diploma and Advanced Diploma courses (unless an exemption is allowed in DTWD's VET Fees and Charges policy). All Diploma / Adv Diploma students should pay for their fees in full, apply for a VET Student Loan or pay their fees by instalment;
- Fee for service (commercial) courses;
- International students; and
- Existing worker trainees, with the exception of enrolments in concession-eligible Diploma or Advanced Diploma courses

Partial waivers are not permitted at SM TAFE.

Fee waivers are only available to students enrolled in Certificate I – IV courses and concession eligible Diploma and Advanced Diploma courses if:

- a) The student is facing severe financial hardship;
- b) The student meets **all** the criteria outlined in DTWD VET Fees and Charges policy Financial Hardship Assessment;
- c) Can provide documentary evidence to support their claim as being in financial hardship and
- d) There is no basis for concluding that the student's financial circumstances are likely to change within a reasonable period (e.g., 12 months).

Students claiming severe financial hardship must be assessed by the Manager Customer Service prior to the approval of the fee waiver.

Refer to CS0401 Severe Financial Hardship Procedure. Requirements for fee waiver assessments are also included in **DTWD's VET Fees & Charges policy** (see applicable policy for the current year). Read Attachment C for Fee Waiver Guidelines (DTWD Vet Fees & Charges Policy).

REFUNDS

Refer to SM TAFE's CS05 Withdrawals and Refunds policy for withdrawal and refund information.

FEES FOR SPECIFIC STUDENT GROUPS/COURSES

1. CONCESSIONS ON COURSES

Eligibility for the concession rate on course fees is determined at the time of enrolment.

The following students are entitled to the concession rate on course (tuition) fees:

- Persons and dependants of persons holding:
 - A Pensioner Concession Card;
 - A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs; or
 - A Health Care Card.



- Persons and dependants of persons in receipt of services from the following Commonwealth support or employment services programs:
 - Workforce Australia; or
 - ParentsNext.
- Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- Persons and dependants of persons in receipt of the Youth Allowance.
- Persons and dependants of persons who are inmates of a custodial institution.
- Secondary school-aged persons not enrolled at school.

For the Workforce Australia, or the ParentsNext program, appropriate evidence of a student's eligibility for concession is a letter from the Commonwealth services provider confirming the student's participation in the program.

If the concession is valid for the full enrolment period, then all eligible units the student enrolls in within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units the student enrolls in on or after the start date and prior to the expiry of the concession attract the concession rate. This does not apply to students who are enrolled in a Category 5 – Targeted Fee Relief courses.

DTWD's VET Fees & Charges policy states that concessions are not applicable for FFS /Commercial courses, Diploma and Adv Diploma.

2. SPECIAL ARRANGEMENTS FOR TARGETED FEE RELIEF COURSES UNDER THE NATIONAL PARTNERSHIP FOR THE JOBTAINER FUND

- Western Australia signed the National Partnership for the JobTrainer Fund with the Commonwealth Government to provide low and fee-free training to youth and jobseekers. Under the agreement, the following entitlements are available to students who enrol in a Category 5 – Targeted Fee Relief course before 31 December 2022. Concession students – the concession fee rates and \$400 annual tuition fee cap apply each year over the entire duration of the course.
- Youth – the \$400 annual tuition fee cap applies each year over the entire duration of the course.

Youth and concession students are also exempt from course fees for a skill set that is part of the COVID-19 Recovery Skill Sets Program.

3. SPECIAL ARRANGEMENT FOR FEE-FREE COURSES UNDER THE 12-MONTH SKILLS AGREEMENT FOR FEE-FREE TRAINING PLACES

Western Australia signed a 12-month Skills Agreement with the Commonwealth Government to provide fee-free training in a range of qualifications and skill sets to support priority cohorts and address the skill shortages. Under the agreement, students who enrol in a Category 6 – Fee-free course through the "*Free in 23 Program*" on or before 31 December 2023, are entitled to the fee-free arrangement each year over the entire duration of the course.

4. VET DELIVERED TO SECONDARY STUDENTS (VETDSS)

Secondary school students are exempt from course and resource fees if they:

- are enrolled at school, as defined in the *School Education Act 1999*; and are undertaking a VETDSS course.

This does not apply to secondary school-aged persons who:

- are in their final year of secondary school and will not, after the completion of that year be enrolled at a secondary school; and
- commence a course on or after 23 October 2023.

These persons will be considered as secondary school-aged students not enrolled at school.

In 2023, persons in their final year of compulsory education were born between 1 July 2005 and 30 June 2006.

5. INTERSTATE STUDENTS

Students residing in other Australian States or Territories are charged at fee-for-service rates, with no specified maximum.

Apprentices and trainees may be eligible for publicly funded training if the:

- training contract is registered in Western Australia; and
- workplace is in Western Australia; and
- training occurs in Western Australia unless the training is only available in another state or territory.

6. TEMPORARY RESIDENTS

Persons holding one of the following visa types are to be treated as Australian residents for fee charging purposes and are also eligible for fee waivers and concessions:

- holders of a sub-class 309, 444, 785, 790, 820 or 826 visas;
- secondary holders of a temporary visa of sub-class 457 or 482 visa;
- holders of a Bridging Visa E (subclasses 050 and 051) where the visa holder has made a valid application for a visa of subclass 785 or 790;
- Ukraine citizens who are holders of a visa sub-class 449 or 786;
- Afghan citizens who are holders of a visa sub-class 449; and
- Holders of a bridging visa who are eligible to work, and who have made a valid application for a sub-class 866.

7. CREDIT TRANSFER

Students are not charged for credit transfer. The transfer of credit provides the student with an exemption from relevant units within a course. Credit transfer does not involve an assessment of the student's knowledge or skills – it is an assessment of the credentials of the formal accredited learning presented against the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a course.

Students may be granted credit for the completion of formal accredited learning with a school, university or RTO.

8. FEES CAPPING

There is normally a maximum course (tuition) fee chargeable for secondary school-aged persons not enrolled at school. See part **6. Secondary school-aged persons**.

There may be a **calendar year** capping on tuition fees for Diploma, Advanced Diploma and Target Relief qualifications. Enrolling officers should refer to the DTWD VET Fees and Charges policy applicable to the year that the student is enrolling in.

Resource fees are uncapped and are payable by the student at enrolment.

Capping does not apply to FFS/Commercial courses.

9. STUDENT LOANS CAPPING

Commonwealth VET Student Loans (VSL) are only available for eligible courses at the diploma, advanced diploma, graduate certificate and graduate diploma level that are available on the Student Loans (Courses and loans caps Determination 2016 (legislation.gov.au)

The courses and loans caps determination specify the courses for which the VSL may be granted under the VET Student Loans Act 2016. This document sets the maximum loan amounts for the approved courses and it provides a guide on the annual indexation of the maximum loan amounts.

There are generally three loan cap bands¹ of \$5,595, \$11,191 and \$16,788 except courses in aviation that have a specified exemption and are eligible for a loan up to \$83,949.

From 1 January 2023, there is a combined HELP limit of \$113,028 for most students. This combined HELP limit includes FEE-HELP, VET FEE-HELP and VET Student Loan debts.

The capping and FEE-HELP limit amounts may be periodically updated by the Commonwealth. Enrolling officers should refer to SM TAFE's Loans webpage for updates.

Students enrolling into eligible **fee for service** (FFS) VSL courses will have the same capping applied but they will also incur a 20% loan fee against the loan. The loan fee does not count towards the student's FEE-HELP limit.

¹ This loan bands have been indexed for 2023 based on the VET Student Loans (Course and Loans Caps) Determination 2016.