



CX070802 Responsibilities for Apprentice/ Trainee Course Fees

RESPONSIBILITY FOR PAYMENT OF APPRENTICE & TRAINEE TAFE FEES

Apprentices and trainees are liable to pay their own TAFE fees and charges.

Employers are not obliged to pay for apprentice fees and charges in advance. However, some Industrial Agreements (Awards) require employers to reimburse their apprentice upon receipt of satisfactory progress.

Employers who are constitutional corporations (such as a Pty Ltd) operate under the National system of Modern Awards and these awards include a clause stating, 'employers must reimburse any costs associated with their apprentice training fees upon receipt of satisfactory progress'.

Employers such as sole traders, partnerships, trusts and some State Government public sector employers and corporations, whose main activity is not trading or financial, may operate under the WA State based award system.

It is at the employers discretion whether they elect to pay apprentices fees up front, or reimburse the apprentice, if required in their relevant Industrial Agreement. Please refer to your Industrial Agreement (Award) which can be found at either:

State based Awards:

- **Department of Mines, Industry Regulation and Safety**
(commerce.wa.gov.au) or call Wageline on 1300 655 266

Federal (Modern) Awards:

- **Fair Work Ombudsman**
(<http://www.fairwork.gov.au>) or call 13 13 94

Enrolment is not complete until statutory and RTO based fees and charges are paid, deferred payment arrangements have been made, or fees and charges have been waived.

On enrolment students may take up one of the following payment options:

1. Pay the full amount of fees and charges;
2. Complete a Fees Payment Agreement with South Metro TAFE to enter into a direct debit payment plan. A \$100 deposit and bank account details are required before a payment plan can be entered into.
3. Provide an agreement from the employer for the employer to pay for the fees; or
4. Make an application for fees and charges to be waived on the grounds of financial hardship.

Students who fail to take up one of the above options will not be enrolled and will not appear on the class register.

How can fees be Paid?

South Metro TAFE provides the following options for payment by **either party**.

Employers may elect to pay the apprentice fees and charges but should be aware that in doing so they remain liable for any fees incurred should the apprentice leave the employer or not progress satisfactorily.

Payment options

1. Credit/Debit Card payment
2. Cash payment of the full course fee
3. Bank transfer Electronic Funds Transfer or B-Point payment
4. Authority to Invoice Third Party
5. Direct Debit Payment Plan

Payment Method

RTO Provider No. 52787 | TAFE International WA Provider No. 52395 – CRICOS Code 00020G
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CREDIT/DEBIT CARD PAYMENT

Payment in full can be made in person by cheque/credit or debit card/cash at the time of enrolment at the Customer Service Centres. (Cheques are discouraged)

Payment can also be made over the phone via credit/debit card. Please ensure you have student details and Student ID number along with your chosen credit/debit card and the amount you wish to pay. Payment can be made over the phone by contacting any of the below campuses.

Armadale	9497 0930	Mandurah	9586 7415
Bentley	9267 7103	Fremantle	9239 8110
Murdoch	9229 9140	Carlisle	9267 7300
Rockingham	9599 8677	Thornlie	9267 7504
Munster	9494 8900		

ELECTRONIC FUNDS TRANSFER (EFT)

Payment can be made by EFT Transfer:

Account Number: 1980 3353

BSB Number: 066-040

Account Name: South Metropolitan TAFE

Reference: Please quote the **Student ID Number** as the reference

Please call the SM TAFE Customer Service Centres listed above if further assistance is required.

PAYMENT PLAN (DIRECT DEBIT)

Payment Plans via direct debit are available to students enrolled in Certificate I, II, III, IV and Diploma courses.

A minimum deposit of \$100 will be required to enter into a payment plan. The balance is payable over 8 fortnightly or 16 weekly payments; the payments are direct debited from your chosen bank account. Students must complete their enrolment and payment plan in person at one of our main campuses.

Minors (under 18 years) can only arrange a payment plan with a legal guardian or parent co-signing the agreement.

AUTHORITY TO INVOICE THIRD PARTY FORM

If an employer/third party elects to pay for the student fees and prefers to be invoiced, a signed Authorisation to Invoice Form must be completed by the third party and returned to thirdpartyinvoicing@smtafe.wa.edu.au

This form will be provided at the time of class call up.

If you have not received this form please email to request one or call on (08) 9267 7800.