

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

Policy Scope

This policy applies to students who enrol into an approved course and accesses VET Student Loans.

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 these 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 will be provided 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. The statement will provide students with a statement as to whether or not 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.
- At the same time, the Student Loan Fee Notice will also be issued for the first part of the course is issued
- Students who are enrolling in a VET Student Loan approved course, will be issued 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 accessing VET Student Loans, with a Commonwealth Assistance Notice (CAN) within 28 days after the census date. This will inform students of the VETSL debt they have incurred. Students will only receive this notice if they did not withdraw on or before the census

Determining Tuition Fees

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

- any matter related to the manner or timing of payment of tuition fees by students or payment of loan amounts by the Secretary to the provider

- fees payable for anything other than assessing academic suitability to undertake the course, enrolment in, and tuition and examination for the course and award of a qualification for completion of the course
- fees payable for goods and services that are essential to the course, or any fine or penalty that may be imposed on a student
- the provision to a student of a good or service that is not essential for all or part of the course

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 fee period will be of approximate equal length based on the estimated duration of the course with reasonably apportioned tuition fees over each period. This will ensure that students do not incur VETSL debt in one amount, but as they progress through 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 sample Fee Period below.

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 a course to accommodate the 2 business day gap for requesting a loan and the time period required for issuing fee notices.

Fees Other Than Tuition

The Health Arts College will only charge fees other than tuition fees where these are clearly stated prior to enrolment and agreed to with the student. This 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 to students prior to enrolment;

- A 20% loan fee applies for eligible students accessing VET Student Loans. The loan fee does not count towards your 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

Variations to tuition fees

The Health Arts College will only vary a published tuition fee for a course or a part of a course;

- if the Secretary has given THA 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

Where a published tuition fee is varied and the above principles carried out, THA will publish the varied information on its website as soon as practicable after making the decision.

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 Student Loan to pay tuition fees for a particular part of the course.