

<b>POLICY</b>			
<b>VET Student Fees</b>			
<b>Date of approval</b>	19 November 2015	<b>Approved by</b>	EMG
<b>Date of effect</b>	November 2015	<b>Current to</b>	November 2017
<b>Registered no</b>	STU017	<b>Version</b>	2016 v1.1
<b>Policy Owner</b>	Director, Performance Monitoring and Review		
<b>Contact Officer</b>	Director, Performance Monitoring and Review		

## 1. Outline

- 1.1 The purpose of this policy is to ensure that Batchelor Institute of Indigenous Tertiary Education (the Institute) activities, strategies and processes in relation to the principles for the collection, exemptions from and refunds of student fees are aligned with the Institute's strategic and corporate plans and external Commonwealth and State/Territory standards. Adherence to this policy will ensure that:
- all activities reflect consistent applications; and
  - all activities comply with national standards.
- 1.2. A fundamental philosophy of the Institute is the Both-ways approach. While originally a philosophy of education that brings together Indigenous Australian traditions with western academic disciplinary contexts it also frames many of the administrative, operational and support activities of the Institute; including the Institute's approach to the principles and operation of student fees. Both-ways impacts not only how the Institute approaches the principles and operation of student fees, but also how staff, students and others view the Institute.
- 1.3. This policy does not remove the right of the student to take action under Australia's consumer protection laws.

## 2. Summary

All aspects of Batchelor Institute student fee principles are managed by the Director Performance, Monitoring and Review. This policy covers the following areas:

- The principles, application, invoicing and collection of fees;
- Fee exemptions;
- Withdrawal cut-off dates; and
- Fee refunds.

### **3. Policy**

- 3.1 This policy applies to all commencing and continuing VET Students enrolled in qualifications, recognised skill sets or individual units from 2016 onwards.
- 3.2 Students include staff and consultants engaged by the Institute.
- 3.3 Student Fees will be published annually prior to the commencement of the academic year in which relevant fees will apply.
- 3.4 Student fees will be levied for units where the Institute has scheduled relevant training and where the unit results indicates that the student:
  - 3.4.1 has participated in a unit; or
  - 3.4.2 has been assessed using Recognition of Prior Learning methods; or
  - 3.4.3 has failed to attend a unit that has been scheduled for delivery.
- 3.3 Student fees will not be levied for units that were not delivered after a student enrolled in a unit.
- 3.4 Student fees will be levied for the re-issuance of a Batchelor Institute testamur.

### **4. Student Fee Invoices and Fees Collection**

The responsibilities for the invoicing and collection of fees shall lie with:

- 4.1 Student Administration for invoicing of fees; and
- 4.2 Financial Services for the collection of fees.

### **5. Student Fee Exemptions**

- 5.1 Only the following clients will be automatically exempted from paying student fees at the time of enrolment in a course fully funded by the Commonwealth or NT Government:
  - 5.1.1 incarcerated students;
  - 5.1.2 students attending a Secondary School in the Northern Territory;
  - 5.1.3 offshore students.
- 5.2 Clients, that at the time of enrolment are receiving a benefit from the Department of Human Services, will be exempted from paying fees upon production of relevant and current written evidence. If the evidence is received by the Institute after the enrolment has been submitted, the fee exemption is applied from the current and following teaching period onwards. Fee exemptions are not applied retrospectively.

## **6. Student Withdrawal Cut off Dates**

- 6.1 The Cut-off-date is the last day for a VET student to withdraw from a unit without incurring financial liabilities.
- 6.2 The cut-off-dates for fully funded and domestic full fee paying students are:
  - a) 1<sup>st</sup> June for Teaching Period 1 and 2 units;
  - b) 1<sup>st</sup> December for Teaching Period 3 and 4 units.
- 6.3 The cut-off-dates for VET Full-Fee students is the relevant published census date for the teaching period in which the student commenced the relevant unit(s) he/she wishes to withdraw from.
- 6.4 Special consideration, in regard to the charging of fees, will be applied if circumstances applied that were beyond the student's control or where the student was impacted by actions on or after the relevant cut-off or census date.

## **7. Student Fee Refunds**

- 7.1 Students enrolled at the Institute may be entitled to a full or partial refund of their tuition or course fees.
- 7.2 Requests for Refunds must be made in writing.
- 7.3 Any other debts to the Institute must be paid before any refund of student fees can be issued.
- 7.4 Refunds will be provided to students if a VET Course is no longer provided or at any time after it commences and before it is completed.
- 7.5 Requests for Refunds are not accepted if the request is lodged 12 months after the cut-off date.
- 7.6 Student Fee Refunds (Remission of VET FEE-HELP debt) for VET Full-Fee students is the relevant published census date for the teaching period in which the student commenced the relevant unit(s) he/she wishes to withdraw from.

## **8. Compliance**

The Director, Performance Monitoring and Review will monitor and address compliance issues through audit processes.

## 9. Responsibilities

<b>Section</b>	<b>Description</b>	<b>Task</b>	<b>Responsible Officer, Committee</b>
4	Student Fee Invoices and Fees Collection	Invoice students	Student Administration
		Collect Student Fees	Financial Services
5	Student Fee Exemptions	Application of correct exemptions	Student Administration
		Providing accurate advice to students	All staff
6	Students Withdrawal Cut off Dates	Publication and administration	Student Administration
		Providing accurate advice to students	All staff
7	Student Refunds	Assessing requests for refunds	Student Administration
		Issuance of refunds	Financial Services
8	Compliance	Monitor compliance	Director Performance Monitoring and Review

## 10. Acronyms & Terms

<b>Acronym/Term</b>	<b>Definition/Description</b>
ASD	Activity Start Date (ASD) is the date that training activity starts for a client in a unit of competency or module enrolment.
ASQA	Australian Skills Quality Authority
AQF	Australian Qualifications Framework
NRT	Nationally Recognised Training
TEQSA	Tertiary Education Quality and Standards Agency
Other definitions	For the definition or explanation of other terms used in this policy refer to Schedule 1 of the <i>Higher Education Support Act 2003</i>

## 11. Related documents

- *Standards for Registered Training Organisations (RTOs) 2015*
- *Higher Education Support Act 2003*
- *Higher Education Support Amendment (VET FEE-HELP Reform) Act 2015*
- *VET Administrative Information for Providers 2014*
- *VET Administrative Information for Providers – Addendum Incorporating the VET FEE-HELP reforms 2015/2016*

## 12. Modification history

<i>Date</i>	<i>Version</i>	<i>Sections modified</i>	<i>Authority</i>	<i>Details</i>
Nov 2015	1	new policy	EMG	
Sep 2016	1.1	Current to date	Director PMR	Current to date amended to be consistent with other student fees policies & procedures

## 13. Feedback

If you have any comments or feedback about this Policy, please contact the Director Performance Monitoring and Review