

Date of approval	8 May 2026	Approved by	Academic Board
Date of effect	01 July 2026	Review date	31 July 2029
Responsible Owner	Director, Student Experience	Version	v1 2026
Functional Manager	Manager, Student Administration, SMS Compliance and Government Load Reporting		

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 This policy does not remove the right of the student to take action under Australia's consumer protection laws.
- 1.3 This policy does not include any service or delivery fees levied through fee for service arrangements.

2. Summary

All aspects of Batchelor Institute student fee principles are managed by the Director, Student Experience. 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 01 January 2021 and Higher Education Students enrolled in Higher Education courses from 01 July 2026 onwards
- 3.2 Students may include staff and consultants engaged by the Institute.

- 3.3 VET Student Fees will be published annually prior to the commencement of the academic year in which relevant fees will apply.
- 3.4 Higher Education Student Fees, EFTSL Values and census dates will be published before the earliest admission date for the units of study.
- 3.5 HE Student Services and Amenities Fees (SSAF) (if applicable) will be published no later than 1 April for a SSAF that is payable between 1 July and 31 December of the same year • 1 October for a SSAF that is payable between 1 January and 30 June of the subsequent year
- 3.6 Student fees will be levied for units where the Institute has scheduled relevant training and where the unit results indicate that the student:
- has participated in a unit; or
 - has been assessed using Recognition of Prior Learning methods; or
 - has failed to attend a unit that has been scheduled for delivery.
- 3.7 Student fees will not be levied for units that were not delivered by Institute after a student enrolled in a unit.
- 3.8 Student fees will not be levied for units a student withdrew from prior to the relevant census date/latest withdrawal date published by the Institute.
- 3.9 A student will be levied a fee for the re-issuance of a Batchelor Institute Testamur.

4. Student Fee Invoices and Fees Collection

- 4.1 The responsibilities for the invoicing and collection of fees shall lie with:
- Student Administration for invoicing of fees; and
 - Financial Services for the collection of fees and debt recovery.

5. Deferral of Fees to Tax

- 5.1 The responsibilities for students eligible to defer their fees to tax using the HECS-HELP or FEE-HELP loan scheme shall lie with:
- The student submitting the relevant information and provision of a valid Tax File Number prior to census date for the relevant unit(s) using Student Connect; and
 - Student Administration for the loan drawdown and reporting of student loans and remission of tax to the Government after each census date.

6. VET Student Fee Principles

- 6.1 In the current year, all new and continuing students undertaking VET courses, including recognised VET National Skill Sets or approved standalone unit(s), at Batchelor Institute will be charged fees. The amount will depend on a student's details and what is being studied.

6.1.1 A student must be:

- an Australian citizen, or
- a permanent resident or
- an Australian visa holder that meets the current Northern Territory's Student Eligibility VET Policy

6.2 For students that are employed by a Commonwealth or Northern Territory Government organisation, or employers funded by such organisations, and where training is undertaken as part of the student employment:

- The employer would be expected to contribute to the payment of student fees. If the employer is unable to contribute towards the payment of student fees, the fees remain the responsibility of the student.

6.3 If funded, Batchelor Institute may offer **Fee-Free TAFE** (Vocational Education and Training (VET)) places. These places are part of a joint initiative of the Australian Government and Northern Territory Government to provide tuition-free training places to students wanting to train, retrain or upskill in a course funded by the Commonwealth or NT Government.

7. FEE-FREE Uni Ready Fee Principles

7.1 In the current year, all new students undertaking a Higher Education FEE-FREE Uni Ready course will not be required to contribute student fees for their course.

7.2 A FEE-FREE Uni Ready student must be:

- an Australian citizen, or
- a permanent resident; and
- and identify as Australian Indigenous.

8. VET Student Fee Exemptions

8.1 Only the following VET students are automatically exempted in the current academic year from paying student fees at the time of enrolment in a course funded by the Commonwealth or NT Government:

- incarcerated students,
- students attending a Secondary School in the Northern Territory,
- students enrolled in a course at AQF Level II and below,
- enrolled in an approved Batchelor Short Course (BSC) or Nationally Recognised Skill Set. students who identify as Aboriginal and/or Torres Strait Islander ,
- enrolled in an approved, stand-alone unit used for Australian Core Skills Framework (ACSF) assessment

8.2 The following VET clients are exempted from paying student fees in the current academic year, with the provision of relevant and current written evidence at the time of enrolment in a course fully funded by the Commonwealth or NT Government.

- being in receipt of one of the following full-time fortnightly Centrelink benefits:

- Abstudy, Austudy, Parenting Payment, New Start Allowance (including Jobseeker), Youth Allowance, Disability Support Pension, Carer Allowance and Aged Pension,
- unemployed, or
- financial Hardship.

Special consideration will be given to students who can demonstrate financial hardship. The Director, Student Experience/delegate will assess individual cases.

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 for the current year are not applied retrospectively, unless approved by the Director, Student Experience/delegate.

Fee exemptions for prior years require the approval of the Chief Finance Officer.

9. VET Student Withdrawal Cut off Dates

- 9.1 The cut-off-date is the last day for a student to withdraw from a unit without incurring financial liabilities.
- 9.2 The cut-off-dates for fully funded and domestic full fee paying students are:
 - 1st June for Teaching Period 1 and 2 units, and
 - 1st December for Teaching Period 3 and 4 units.
- 9.3 The cut-off-dates for VET Full-Fee or VET Student Loans (if applicable) 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.
- 9.4 Special consideration in regard to the charging of fees will be applied if circumstances were beyond the student's control or where the student was impacted by actions on or after the relevant cut-off or census date. Requests for special consideration must be submitted in writing to the Institute.

10. HE Student Withdrawal Census Dates

- 10.1 The census date is the last day for a student to withdraw from a unit without incurring financial liabilities.
- 10.2 The census dates for Higher Degrees by Research students are:
 - 31st March for Semester 1; and
 - 31st August for Semester 2 units.
- 10.3 The census dates for FEE-FREE Uni Ready students are:
 - 31st March for Semester 1; and
 - 31st August for Semester 2 units.

11. Student Fee Refunds

- 11.1 Students enrolled at the Institute may be entitled to a full or partial refund of their tuition or course fees.
- 11.2 Requests for Refunds must be made in writing.
- 11.3 Any other debts to the Institute must be paid before any refund of student fees can be issued. Refunds will be provided to students if a VET Course is; no longer provided, or at any point after it commences and before it is cancelled.
- 11.4 Requests for Refunds are not accepted if the request is lodged 2 years after the cut-off date.
- 11.5 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.

12. Compliance

- 12.1 Non-compliance with Governance Documents is considered a breach of the Staff or Students Code of Conduct and is treated seriously by the Institute. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.
- 12.2 All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure and Guideline.
- 12.3 The Director, Student Experience is responsible for monitoring and addressing compliance issues through audit processes.

13. Responsibilities

Section	Description	Task	Responsible Officer, Committee
3	Academic Dates	Derive proposed Academic Dates	Director, Student Experience
		Approve Academic Dates	Academic Board
	Student Fees	Derive proposed Academic Dates	Director, Student Experience
		Approve Student Fees	Senior Executive Team, CEO or delegate
	Student Fee	Invoice students	Student Administration

Section	Description	Task	Responsible Officer, Committee
4	Invoices and Fees Collection	Collect Student Fees	Financial Services
5	Deferral of Fees to Tax	Providing a Tax File Number	Student
		Submitting a Tax File Number	Student Administration
8	Student Fee Exemptions	Application of correct exemptions	Student Administration
		Providing accurate advice to students	All staff
		Fee exemptions for prior years	Chief Executive and Chief Financial Officer
9	VET Students Withdrawal Cut off Dates	Publication and administration	Student Administration
		Providing accurate advice to students	All staff
10	HE Student Withdrawal Census Dates	Publication and administration	Student Administration
		Providing accurate advice to students	All staff
11	Student Refunds	Assessing requests for refunds	Student Administration
		Issuance of refunds	Financial Services
12	Compliance	Monitor compliance	Director, Student Experience

14. Acronyms & Terms

Acronym/Term	Definition/Description
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

Acronym/Term	Definition/Description
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>

15. Supporting Documents

- *Student Withdrawal & Fee Refunds Procedure,*
- *Invoicing and Collection of Student Fee Procedure.*

16. Related Documents

- *Higher Education Support Act 2003,*
- *Higher Education Support Amendment (VET FEE-HELP Reform) Act 2015,*
- *National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025*
- *Higher Education Standards Framework (Threshold Standards) 2021.*
- [Higher Education Administrative Information for Providers - Department of Education, Australian Government,](#)
- VET Administrative Information for Providers,
- VET Administrative Information for Providers – Addendum Incorporating the VET FEE-HELP reforms 2015/2016.
- NT Department of Education – Student Eligibility VET Policy – www.education.nt.gov.au/policies/skills-nt/student-eligibility-vet-policy

17. Modification history

Date	Version	Authority	Sections modified & Details
Nov 2015	1	EMG	VET Student Fees new policy
Sep 2016	1.1	Director PMR	Current to date Current to date amended to be consistent with other student fees policies & procedures
Nov 2018	2018v2	Director PR, Policy Officer	Title information – align with organisation changes, Transfer content to 2018 template
June 2019	2019 v3	ELT	Addition of 5. Student Fee Principles Amendment of 6 Student Fee Exemptions
February 2021	2021 v1	Acting Chief Operating officer	3.1 update commence date Amendment of 6.2 Student Fee Exemptions

Date	Version	Authority	Sections modified & Details
November 2021	2021 v2	Senior Policy Officer	Title information – align with organisation changes
March 2023	v1 2023	Director, Student Experience	Addition of 5.3 - 2023 Fee-Free TAFE information
June 2024	v1 2024	Academic Board	Revision. Minor amendment to: 5.1.1 Student Eligibility 5.3 Fee-Free TAFE information
Nov 2024	v2 2024	Director, Student Experience	6.1 – add fee exemption for Aboriginal and/or Torres Strait Islander students enrolled in any VET course.
Dec 2025	v1 2025	Director, Student Experience	Minor amendment to: Student Fee Principles – 5.1, 5.1.1 Student Fee Exemption – 6.1 Addition of related document – 13
May 2026	v1 2026	Academic Board	New Policy to make this policy applicable to both sectors. [While this is a new policy it is based on the previous VET Student Fees Policy which was deleted from the Policy Library on approval of this policy]
May 2026	v1 2026	Academic Board	Minor amendments recommended to change the approver from Academic Board to SET given SET also approves annual student fee amounts.

18. Feedback

If you have any comments or feedback about this Policy, please contact the Manager, Student Administration, SMS Compliance and Government Load Reporting.