

FEES AND CHARGES

In accordance with the Department of Education and Training Fees and Charges policy, RTO's must charge fees where applicable. Fees may only be waived in cases of severe financial hardship.

Fees will be charged on a unit of competency for the purpose of calculating fees (including fees for recognition of prior learning), 'hours' means nominal hours assigned to the unit of competence or module in the course outline defined in the State Training And Recognition system (STARS). These hours may include a range of delivery and assessment activities.

Fees will be charged on a unit of competency (UOC) basis per semester.

NOMINAL HOURS

Nominal hours allocated to each unit of competency are total hours which include teaching, practice and assessment.

CONCESSIONS

The following students are entitled to the concession rate on unit of competency fees: Persons and dependants holding: (at the time of enrolment or commencement of classes)

- A Pensioner Concession Card
- A Health Care Card
- A Repatriation Health Benefits Card issued by the Department of Veterans Affairs.
- Persons and dependants of persons in receipt of AUSTUDY/ABSTUDY (at the time of enrolment or commencement of classes).
- Persons and dependants of Persons in receipt of Youth Allowance (at the time of enrolment or commencement of classes)
- Persons who are inmates of a custodial institution (at the time of enrolment or commencement of classes)
- People aged between 15-17 (turning 17 the year of enrolment).

Proof of Eligibility

Proof of eligibility for concession must be shown at the time of enrolment.

PAYMENT OF FEES AND CHARGES

Enrolment is not complete until statutory and provider-based fees are paid or payment arrangements have been made.

Payment Options

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

- Pay course fees in full by cash, cheque, EFTPOS or Credit Card.
- Students in financial hardship may make an application for payment via an agreed alternative payment method. Each application will be assessed on an individual basis and supporting documentation may be required. All enrolments must include an agreed upon initial payment which must be made at the time of enrolling.
- If making payment via a third party you must present a signed authority from them agreeing to pay fees on your behalf eg. Employer/Employment Agency authority.

- Students who have fees owing from previous semesters must make arrangement with the College to pay any outstanding fees before enrolment for the new semester can take place.

Fee Waiver

Students with extreme financial difficulties may apply for a fee waiver for relevant fee and charges. Students applying for a fee waiver are required to provide relevant supporting documentation with the application.

PAYMENT DEFAULTS

Students who default on an agreed payment method will have their results withheld, access to campus resources such as the LRC and Student Portal (Internet access) removed. Please note that in some instances, debt recovery action may be taken.

WITHDRAWALS AND REFUNDS

Withdrawals

Withdrawal from a qualification or module is a big decision. Before you withdraw, we recommend that you discuss the withdrawal with your lecturer or the relevant person in your study area. There may be other options available to you.

All students are to note that you must complete and submit a 'Student Withdrawal/Refund Form' to formally withdraw from any course/unit/module. Failure to formally withdraw will mean that your academic record will show an incomplete unit/module.

'Student Withdrawal/Refund Forms' are available from your relevant study area or the Student Administration Centre. All supporting documentation should be attached to ensure that you are eligible for a refund if applicable and then submit to a relevant staff member within your study area for processing or at Student Administration Centre.

Refunds

A student who withdraws from a course/unit/module prior to or within the first four weeks of commencing their first unit of a program of study or before 25% of delivery has been concluded (whichever is sooner) may be eligible for a full or part refund of the fees and charges.

Non refundable Fees

The college "Other Fee" is not refundable.

Pro-rata refunds

Colleges can approve a pro rata refund of fees and charges at any time during the course of delivery if students withdraw from reasons or personal circumstances beyond their control. For example:

- Serious illness resulting in extended absence from classes
- Injury or disability that prevents the student from completing their program of study.
- Other exceptional reasons at the discretion of the College.

WITHDRAWAL/ REFUND POLICY FOR ALL AWARD SHORT COURSES (Less than 10 weeks)

Requests to Withdrawal/Refund

- Once enrolled, students requesting to withdraw and/or a refund must complete a West Coast TAFE Student Withdrawal Form.
- This form can be requested by contacting the Student Administration Centre on 1300 134 881 or from the relevant lecturer.

- Student Withdrawal/Refund Forms can be posted, faxed or emailed to students on request.

Submitting a Student Withdrawal/Refund Form

- Completed Student Withdrawal Forms must be submitted to Student Administration Centre in accordance with the West Coast TAFE Award Short Course Withdrawal/Refund policy below.
- Students may submit their completed Withdrawal form in person, by fax or by post however, refunds cannot be processed until the original signed withdrawal form is received by Student Administration Centre.

West Coast TAFE Short Course Withdrawal/Refund Policy

- All applications to withdrawal/refund received prior to the 1st class/delivery commencing will receive a full refund of fees and charges.
- All applications to withdrawal/refund received prior to 25% of the course delivery may receive a full or part refund of the fees and charges.
- No refunds will be available for applications to withdrawal/refund received after 25% of the course delivery has occurred.

Non refundable Fees

- The college "Other Fee" is not refundable.

Please note: All applications for withdrawals and refunds are assessed on a case by case basis and in accordance with current policies and procedures.