

VET FEE-HELP POLICY AND PROCEDURES

VET FEE PAYMENT POLICY

Date Approved:	1/12/2015
Scheduled Review Date:	1/12/2016
Policy Category:	Administration
Policy Owner:	RTO Manager

1. Purpose

1.1 This purpose of this policy is to ensure students are informed of the fee payment requirements as determined by SEDA Group.

2. Scope

2.1 This policy applies to students who are eligible for VET FEE-HELP, regardless of the how they pay their tuition fees (i.e. up-front payment or defer their payment through VET FEE-HELP).

3. Definitions

3.1 **Census date:** the last day a student may withdraw from a VET course of study in which they are enrolled without incurring liability for tuition fees

3.2 **Students:** Refers to all persons enrolled in a unit of study who are, or might be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act

3.3 **VET course of study:** a qualification that has been approved by the Department of Education as eligible for VET FEE-HELP Assistance

3.4 **VET FEE-HELP:** refers to an income contingent loan scheme for the Vocational Education and Training sector (VET) that is a part of the Higher Education Loan Program (HELP); to assist eligible students undertaking a VET course of study

3.5 **VET unit of study:** a published unit of study that forms part of a VET course of study.

Document name	VFH VET Fee Payment Policy				
Issue date	December 2015	Review date	December 2016	Version no	4.0
Authorised By:	General Manager	<i>Document control management – Uncontrolled when printed</i>		Page 1 of 3	

4. Tuition Fees

4.1 Students who are eligible for VET FEE-HELP have two options to pay their tuition fees:

- pay some or all of their tuition fees up-front, or
- submit a Request for a VET FEE-HELP loan form to defer some or all of their tuition fees through VET FEE-HELP.

4.2 If students are entitled to access VET FEE-HELP, they have until the unit Census Date to submit their *Request for a VET FEE-HELP loan form* or pay their tuition fees up-front. If they do not submit your form by this date they will be required to pay their tuition fees up-front or their enrolment will be cancelled.

4.3 Students who elect to take out a VET FEE HELP loan are charged the same tuition fee irrespective of whether they pay up front or take out a loan.

4.4 A unit of study can only have one census date. A minimum of three fee periods will be set over the total VET course of study duration, therefore a minimum of three census dates will be set. The fee periods will be sequential and proportionate to the total VET course of study duration.

4.5 The Census Date is also the last date to enrol or vary enrolment. If students wish to enrol or add units to their current enrolment after this date, they will not be able to request VET FEE-HELP assistance for that unit/s.

4.6 If students have requested a VET FEE-HELP loan but change their mind about studying, they must either cancel their request for VET FEE-HELP assistance or withdraw their enrolment in each unit of study on or before the unit Census Date.

4.7 To withdraw an enrolment in a unit/s of study, students must complete a Student Withdrawal Form and return any SEDA Group property that is in their possession (e.g. student card or any loaned equipment). Students who withdraw from a vet unit of study on or before the census date will not incur a debt for that unit of study.

5. Other Fees

5.1 SEDA Group may charge certain incidental fees including fees for equipment or items that become a student's physical property like uniforms or equipment, replacement documentation and other services not essential to study. Incidental fees will be published in the Course Information Brochure and on SEDA Group's website.

5.2 Students cannot defer payment of incidental fees through VET FEE-HELP and these fees must be paid up-front as required.

Document name	VFH VET Fee Payment Policy				
Issue date	December 2015	Review date	December 2016	Version no	4.0
Authorised By:	General Manager	Document control management – Uncontrolled when printed		Page 2 of 3	

6. Publication

6.1 This VET Fee Payment Policy will be made available to students through publication on the website or in written form through the VET FEE-HELP application, enrolment and/or course induction process for all potential and enrolled VET students.

7. Related policies and procedures

7.1 Fairness, Equal Benefits and Opportunity Policy and Procedures

7.2 Grievance Policy and Procedures

7.3 Privacy Policy and Procedures

7.4 Statement of VET Tuition Assurance

7.5 Student Review and Re-Crediting Procedures

7.6 Student Selection and Admission Policy and Procedures

7.7 VET Tuition Fee Refund Policy

Document name	VFH VET Fee Payment Policy				
Issue date	December 2015	Review date	December 2016	Version no	4.0
Authorised By:	General Manager	<i>Document control management – Uncontrolled when printed</i>		Page 3 of 3	