

2019 FEES & CHARGES

This leaflet explains the fees and charges policy for students who enrol in courses at SEDA Group (RTO 22503) in 2019. It contains information about:

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Cost of Enrolment

How much you pay depends on whether you are eligible for a government-subsidised place or not, the course you enrol in, the scheduled hours you commit to undertake and any concession entitlements you might attract.

All eligible students are required to pay a tuition fee. For some enrolments, other fees such as a student services & amenities fees, materials fees, or incidental fees may be required. This will be disclosed in your Statement of Fees, which will be issued to you prior to enrolment. Your enrolment is not valid until all of the invoiced fees have been paid, or you have entered into a Payment Plan as approved by SEDA Group Finance.

Eligibility for Government Subsidised Training

To be eligible for the Skills First Program (Victorian and Commonwealth Government-subsidised training), you must be either an Australian citizen, a New Zealand citizen or holder of a Permanent Visa, and:

- Have a physical presence in Victoria while undertaking the course, and
- Not be attending Secondary School at the time of the course (unless your course is part of a school-based apprenticeship or traineeship), and
- Have not commenced or be scheduled to commence more than two government subsidised courses in 2019, and
- Not be enrolled in more than two government subsidised courses at any one time in 2019, and
- Have not commenced more than one other government subsidised course at the same level in your lifetime (other than Foundation level), and
- Be under 20 years of age on January 1, 2019 or
- Be over 20 years of age on January 1, 2019, and be:
 - enrolling in a course that is at a higher level than your previous highest educational level achieved.

NB - Some exceptions apply for referred asylum seekers and victims of human trafficking, referred retrenched employees and referred applicants for specified government training initiatives.

Students who do not meet the eligibility requirements for a government-subsidised place are considered Fee-for-Service students, and are charged accordingly.

Tuition Fees for Government Subsidised Students & Fee-for-Service Students

Please refer to the fee schedule on <https://seda.edu.au/admissions/fees/>

Fees applicable to Government Subsidised Students with Concessions

All students (or their dependants) who are listed on one of the following at the time of enrolment are eligible for the concession fee in their corresponding course category (excluding courses at the Diploma level).

- Commonwealth Health Care Card
- Pensioner Concession Card
- Veterans Gold Card

Concessions are not available for Fee-for-Service students.

Australian Aboriginal or Torres Strait Islanders

All **eligible** (subsidised) Australian Aboriginal and Torres Strait Islanders will pay the tuition concession amount for any course level (including Diploma).

Recognition of Prior Learning (RPL) fees

All applications for RPL, regardless of whether they are processed up front, or after the commencement of class-based units are subject to a fee. Fees are outlined in the relevant fee schedule.

Students who have been granted credit transfer for unit(s) do not incur any additional fees.

Non-Tuition Fees for Students

SEDA Group may charge certain incidental fees including fees for equipment or items that become a student's physical property like equipment, replacement documentation and other services not essential to study.

Materials Fees

Some courses may have charges to cover costs of materials used within the course. These fees will vary according to the course being undertaken. An itemised list of all materials and fees will be issued prior to enrolment and located on relevant Course Information Brochures.

Indicative Materials Fee – \$50

Materials Fees are not applicable to eligible domestic VET Student Loans students.

Administration Fees

Some course may have administration fees to provide facilities, services or activities, which will directly benefit students. An itemised list of all administrative charges will be issued prior to enrolment.

Indicative Administration Fees: \$100 per enrolment per course

Administration Fees are not applicable to eligible domestic VET Student Loan students.

Details of Material and Administration fees are located in course specific Course Information Brochures that are located on our website and provided prior to enrolment. To request a course information brochure, please email info@seda.edu.au

Incidental Fees

Incidental fees (if applicable) will be published in the Course Information Brochure and on SEDA Group's website. Students cannot defer payment of incidental fees through VET Student Loans and these fees must be paid up-front as required.

Other Fees

Miscellaneous fees and charges

Students may also be required to pay the following:

- Re-enrolment into a unit of competency - \$100
- Credential re-print - \$50
- Replacement of student ID card - \$20
- 'On request' statement of results - \$20
- Credential and student file archive search - \$75 (this is payable to SEDA Group prior to the request being processed).

Fees Refund (non-Short Courses)

- 100% refund of all fees if SEDA Group cancels your course.
- You will receive a refund of tuition fees paid less an administration fee of \$100 for non- VET Student Loans eligible courses if you lodge a Student Withdrawal Form within 14 days of commencing your course for the year.
- You will receive a 100% refund of the tuition fees if you lodge a VET Student Loans Student Withdrawal Form for a VET Student Loans eligible unit of study on or before your Census Date for the relevant VET unit of study.
- You will only receive a refund of non-tuition fees paid if you lodge a withdrawal/refund application within 14 days of commencing your course.
- There are no refunds associated with non-tuition fees if you withdraw after 14 days from commencing your course.
- Non-concession students withdrawing from a course and receiving a refund will not be eligible to re-enrol in the same course in the same year as a concession student.

Fees Refund (Short Courses)

To be eligible for a Short Course refund, SEDA Group Administration must receive your Student Withdrawal Form at least 5 working days prior to course commencement (minus an administration fee of \$50.) Any applications after this date forfeits any refund and no transfers will be granted unless authorised by the RTO Manager (or equivalent). If the course has commenced, refunds will only be *considered* upon presentation of the relevant documentation specified by SEDA Group.

Fee Payment Options

All fees are payable at the time of enrolment. Payment methods include EFTPOS, cheque or credit card, or by previous arrangement with a third party. If your fees are to be paid by a third party, you will need to provide a 'Third Party Authorisation Form' stating the party that is willing to pay the full cost of your enrolment. Fees paid by third parties are NOT TRANSFERRABLE to other students in the event of a student's withdrawal from the course.

Help with paying your fees while you are studying at SEDA Group.

Eligibility for VET Student Loans

VET Student Loans is available for students enrolling in a VET Student Loans approved course (i.e. Diploma level). This is an income contingent, interest free, loan scheme via the Australian Government to defer paying any tuition fees until your income exceeds a specified amount. You may still be required to pay incidental or other non-tuition fees at time of enrolment. To be eligible for VET Student Loans you must be:

- an Australian citizen, or
- a qualifying New Zealand citizen (see information about NZ citizen), or
- a permanent humanitarian visa holder, who is usually resident in Australia and;
- have not exceeded the FEE-HELP limit; and
- meet course entry requirements and
- have a valid Tax File Number.

Note: Conditions apply. Additional information on VET Student Loans can be found in the VET Student Loans Information booklet <https://docs.education.gov.au/documents/vet-student-loans-information-booklet> or at <https://www.studyassist.gov.au/>

Tuition Payment Plans

Payment Plans (including Direct Debit arrangements) are available on all courses excluding short courses. Payment Plans normally contain options for weekly, fortnightly or monthly payments. Payment Plans and Direct Debit arrangements are administered directly by SEDA Group's Finance Team.

Note:

- Non-Tuition Fees (where applicable) require full payment at time of enrolment.
- Payment Plans should end in the enrolled year and before the course end date.
- Any request for a Payment Plan must be accompanied by a Payment Plan Request Form. A student's enrolment is not valid until all of the invoiced fees have been paid or an arrangement undertaken to pay.
- If the student is under 18 when applying for the Payment Plan, the Payment Plan must be signed by a parent or guardian.

- If the bank account or credit card payment details are not those of the student applying for the Payment Plan, the 'owner' of the account must complete and sign the Payment Plan Request Form.
- Students entering a Payment Plan remain liable for their payments when they withdraw after 14 days from commencing their course for the year.
- If a student defaults on the Payment Plan, SEDA Group has the right to suspend the enrolment and restrict access to goods and services until the default is rectified.
- A \$20 charge will be incurred in circumstances where a direct debit payment is declined by your bank.
- Payment plans must continue to be paid if a student withdraws outside the 14-day refund period.
- SEDA Group will withhold a certificate of completion until the course has been paid in full.

Note: For Direct debit arrangements - terms & conditions apply. Please refer to SEDA Group Electronic Direct Debit Request Service Agreement (DDRSA) for further details.

Fee Exemptions and other options

Students experiencing financial hardship are encouraged to explore options for support with the SEDA Finance team. Under exceptional circumstances, fee exemptions may be granted. We can assist students to help with budgeting, money management, financial counselling and referrals to external support agencies. To access any of these services or to make an appointment please call 1300 777 332 or email finance@sedagroup.com.au