

VET STUDENT LOANS POLICY AND PROCEDURES

VET FEE PAYMENT POLICY

Date Approved:	9/08/2019
Policy Category:	Administration
Policy Owner:	Senior Manager - RTO

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 Student Loans, regardless of the how they pay their tuition fees (i.e. up-front payment or defer their payment through VET Student Loans).

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 a VET Student Loan under the Act.

3.3 **Approved Course:** a qualification that has been approved by the Department of Employment, Skills, Small and Family Business as eligible for VET Student Loans.

3.4 **VET Student Loans:** VET Student Loans is a loan program that helps eligible students enrolled in higher level vocational education and training courses at approved course providers pay their tuition fees.

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

4. Tuition Fees

4.1 Students who are eligible for VET Student Loans 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 Student Loan electronic Commonwealth Assistance Form (eCAF) to defer some or all of their tuition fees through VET Student Loans.

4.2 If students are entitled to access VET Student Loans, they have until the unit Census Date to submit their Request for a VET Student Loan eCAF or pay their tuition fees up-front. If they do not submit their eCAF 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 Student 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 Approved course duration, therefore a minimum of three census dates will be set. The fee periods will be sequential and proportionate to the total Approved course 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 Student Loans assistance for that unit/s.

4.6 If students have requested a VET Student Loan but change their mind about studying, they must either cancel their request for VET Student Loan 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.

4.8 Students may also elect to cancel their VET Student Loan (whilst still enrolled in the approved course) by submitting a VET Student Loan – Student Withdrawal Form and elect to pay their remaining fees upfront.

4.9 If the tuition fees for the approved course are higher than the VET Student Loans approved course loan cap, then the fees not covered by VET Students Loans must be paid upfront in line with each unit/s of study census date.

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 equipment, replacement documentation and other services not essential to study. Incidental fees (if

applicable) 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 Student Loans and these fees must be paid up-front as required.

6. Publication

6.1 This VET Fee Payment Policy will be made available to students enrolled or applicants intending to enrol with SEDA Group through publication on the website or in written form.

7. Related policies and procedures

- 7.1** VSL Fairness, Equal Benefits and Opportunity Policy and Procedure
- 7.2** Concerns, Complaints (Grievances) and Appeals Policy and Procedure
- 7.3** Privacy Policy and Procedures
- 7.4** VSL Statement of Tuition Assurance
- 7.5** VSL Student Entry Procedure
- 7.6** VSL Student Selection and Admission Policy and Procedures
- 7.7** VSL Student Review and Re-Crediting Procedures
- 7.8** VSL VET Fee Payment Policy
- 7.9** VSL Tuition Fee Refund, Withdrawal and Cancellation Policy
- 7.10** VSL Tuition Assurance Procedures