

## Fees and Charges Policy

<b>Date Approved:</b>	23/04/2020
<b>Policy Category:</b>	Finance
<b>Policy Owner:</b>	Senior Manager - RTO

### 1. Purpose

This policy explains SEDA Group fees, charges and eligibility for government subsidised training relevant to SEDA Group students.

### 2. Scope

This policy is for students who enrol into a training product with SEDA Group, and for education partners and third parties who are paying fees on behalf of the student.

### 3. Definitions

**Education Partner** means a company who is engaged to facilitate services on behalf of SEDA Group under an endorsed agreement.

**Third party** means a parent / guardian, employer or entity or person who is paying fees on behalf a student.

**Training Product** means AQF qualification, skill set, unit of competency, accredited short course or module.

### 4. Cost of Enrolment

Fees are dependent upon whether you meet the eligibility criteria for government subsidised training, 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 student services & amenities fees, materials fees, or incidental fees

may be required. This will be disclosed in your Course Information Brochure/Statement of Fees, which will be issued to you prior to enrolment.

## 5. Tuition Fees for Government Subsidised Training & Fee-for-Service

Please refer to the fee schedule on our websites:

[www.seda.edu.au/admissions/fees](http://www.seda.edu.au/admissions/fees)

[www.seda.nt.edu.au/admissions/student-contribution](http://www.seda.nt.edu.au/admissions/student-contribution)

[www.seda.wa.edu.au/admissions/fees](http://www.seda.wa.edu.au/admissions/fees)

Students will be supplied with a Course Information Brochure/Statement of Fees prior to enrolment which confirms all fees and charges applicable to the student. Some program Course Information Brochures are available on our website, please email [info@sedagroup.com.au](mailto:info@sedagroup.com.au) if you're unable to access.

## 6. Eligibility for Government Subsidised Training

### 6.1 Skills First Program (Victoria)

To be eligible for the Skills First Program with SEDA Group (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 2020, and
- Not be enrolled in more than two government subsidised courses at any one time in 2020, and
- Not have 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, 2020 and enrolling in nationally recognised training or
- Be over 20 years of age on January 1, 2020 and be:
  - enrolling in a nationally recognised training course that is at a higher level than your previous highest educational level achieved.

Some exceptions apply for referred asylum seekers and victims of human trafficking and referred applicants for specified government training initiatives.

Eligibility is subject to sighting relevant evidence by a SEDA Group representative prior to enrolment. Additional eligibility requirements for traineeships apply, visit [www.vrqa.vic.gov.au/apprenticeships](http://www.vrqa.vic.gov.au/apprenticeships) for more information.

SEDA Group approved courses for the Skills First Program are listed on our website [www.seda.edu.au/admissions/fees](http://www.seda.edu.au/admissions/fees)

Students who do not meet the eligibility requirements for a government-subsidised place are considered Fee-for-Service students and are charged on invoice throughout the course.

## 6.2 Jobs and Skills Program (Western Australia)

To be eligible for subsidised training in a SIS30115 Certificate III in Sport and Recreation Traineeship under the Jobs and Skills Program, you must:

- have left school, unless you're undertaking a school-based traineeship;
- your primary place of residence is in Western Australia;
- have a valid USI;
- be 15 years of age or older (exemptions may apply for individuals under 15 years of age); and
- you are:
  - an Australian citizen; or
  - permanent visa holder or holder of visa subclass 309, 444, 785, 790, 820 or 826;
  - a dependent or spouse of the primary holder of a visa subclass 457; or
  - a Bridging Visa E holder (subclasses 050 and 051) and you have made a valid application for a visa of subclass 785 or 790.

Eligibility is subject to sighting relevant evidence by a SEDA Group representative prior to enrolment and there is availability in SEDA Group’s Contracted Programs of Study. Additional eligibility requirements for traineeships apply visit [www.jobsandskills.wa.gov.au/training/apprenticeships-and-traineeships](http://www.jobsandskills.wa.gov.au/training/apprenticeships-and-traineeships) for more information.

### 6.3 Funded Activities Agreement (South Australia)

To be eligible for subsidised training under the Funded Activities Agreement, you must:

- reside or work in South Australia; and
- be an Australian or New Zealand citizen; or
- be a permanent Australian resident; or
- hold a State sponsored visa on a pathway to permanent residency; or
- hold a humanitarian temporary visa of a class specified by the South Australian State Government Minister from time to time;
- hold a valid USI;
- and:
  - be aged 16 years or over, and not enrolled in school; or
  - be aged 16 years or over, enrolled in school and undertaking training through subsidised arrangements; or
  - be undertaking training through a Training Contract as an apprentice or trainee.
- Successfully complete an Upfront Assessment of Need prior to enrolment – (Not applicable for school enrolled students)

Eligibility is subject to sighting relevant evidence by a SEDA Group representative prior to enrolment. Additional eligibility requirements for traineeships apply visit [www.skills.sa.gov.au/students/studying-vet-in-school](http://www.skills.sa.gov.au/students/studying-vet-in-school) for more information.

### 6.4 VET Delivered to Secondary Schools (Northern Territory)

To be eligible for subsidised training under VET Delivered to Secondary Schools program you must:

- be 15 years of age or older (exemptions may apply for individuals under 15 years of age); and
- enrolled in a government school or non-government school in the Northern Territory.

Limited funded places are available for the SIS20115 Certificate II in Sport and Recreation. Eligibility is subject to sighting relevant evidence by a SEDA Group representative prior to enrolment.

## 7. Concessions

### 7.1 Skills First Program (Victoria)

All students who are listed on one of the following cards prior to commencement of training 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 also apply to a dependant spouse or dependant child of a card holder.

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

Eligibility is subject to sighting relevant evidence by a SEDA Group representative prior to enrolment.

### 7.2 Funded Activities Agreement (South Australia)

Where a tuition fee is being charged directly to the student, a concession fee is available if:

- at the commencement of training the student holds a current:
  - Health Care Card;
  - Pensioner Concession Card; or
  - Veteran Affairs Concession Card.
- the student is a Prisoner.

Eligibility is subject to sighting relevant evidence by a SEDA Group representative prior to enrolment.

### 7.3 Concessions Not Available

Concessions are not available for Fee-for-Service, Jobs and Skills Program and VET Delivered to Secondary Schools students.

## 8. Fee Exemptions

### 8.1 Skills First Program (Victoria)

Students who are from the Judy Lazarus Transition Centre (as a prisoner within the meaning of the Corrections Act 1986) will not be charged a tuition fee.

Students who are required to undertake a course for a community-based order made under the Children, Youth and Families Act 2005 will not be charged a tuition fee.

Concession eligibility is subject to sighting relevant evidence by a SEDA Group representative prior to enrolment.

### 8.2 Funded Activities Agreement (South Australia)

There are no tuition fees for students who are over the age of 16 and who are, or have been, under the Guardianship of the Minister for Education (or interstate equivalent) on any guardianship order.

Concession eligibility is subject to sighting relevant evidence by a SEDA Group representative prior to enrolment.

## 9. 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 units of competency do not incur any additional fees.

## 10. Non-Tuition Fees

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.

### 10.1 Material 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 Brochure/Statement of Fees.

Indicative Materials Fee – \$50

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

### 10.2 Administration Fees

Some courses 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 and located on relevant Course Information Brochure/Statement of Fees.

Indicative Administration Fees: \$100 per enrolment per course

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

### 10.3 Incidental Fees

Incidental fees (if applicable) will be published in the Course Information Brochure/Statement of Fees issued prior to enrolment 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.

## 11. Other Fees

### 11.1 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).

The above fees may differ between states due to government subsidised training requirements. Please refer to the Course Information Brochure/Statement of Fees issued prior to enrolment.

## 12. Refunds

### 12.1 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.

### 12.2 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 Senior Manager – RTO (or equivalent). If the course has commenced, refunds will only be considered upon presentation of the relevant documentation specified by SEDA Group.

## 13. 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.

For employers/entities sponsoring a student fee, arrangements will be outlined in the MOU/agreement between SEDA Group and the employers/entity, or a Third-Party Authorisation form is completed.

Fees paid by third parties are NOT TRANSFERRABLE to other students in the event of a student's withdrawal from the course.

### 13.1 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 on our website [www.seda.edu.au/admissions/vet-student-loans/](http://www.seda.edu.au/admissions/vet-student-loans/)*

### 13.2 Tuition Fee Payment Plans

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

Terms and Conditions:

- 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.*

### **13.3 Up-front Payment**

Up-front payment (payment made prior to course commencement/VET Student Loan eligible course unit of study) of fees are accepted via direct debit, bank transfer or cash.

SEDA Group does not require payment of more than \$1,500 from each individual student prior to course commencement.

## **14. Financial Hardship**

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](mailto:finance@sedagroup.com.au)

## 15. Policy History

Version	Policy Owner	Approval Date	Effective Date	Summary of Changes
1.0	Senior Manager - RTO	23/04/2020	2404/2020	New policy – Replacement of 2020 Fees & Charges document.