

FEE Policy

Date Approved:	4 th January 2023
Date Effective:	4 th January 2023
Policy Category:	Student
Policy Owner:	Chief Financial Officer

1. Context, Purpose & Key Principles

SEDA Group Pty Ltd (“SEDA”) seeks to provide students with a supportive teaching and learning environment that is responsive to individual student needs. SEDA ensures that students are academically suited to undertake a program or course of study.

This policy provides a broad framework and set of principles regarding the payment of fees and any circumstances relating to this. This includes, but is not exclusive to:

- Self-funded Students (up-front payment of fees and / or payment plan)
- Course related Fees and Charges
- Special Circumstances for Fees
- Restrictions

2. Scope

This policy applies to:

- All Vocational Education and Training (VET) students studying at SEDA.
- ** VET in Schools (VETiS) student fees are administered in alignment with SEDA College fees. Specific delivery site fees and fee information is available via each SEDA College website.

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3. Policy Statement

All VET students studying at SEDA are expected to pay tuition fees in accordance with the conditions set out in this policy.

Course fees are reviewed annually and are subject to change. Course fees are calculated on an individual basis and take into consideration the following:

- **Government funding:** This is subject to SEDA holding a current VET funding contract with a State or Commonwealth Department. (Student eligibility criteria applies).
- **VET Student Loans*:** Available only to Diploma VET students (Student eligibility criteria applies).

4. VET (DIPLOMA) FEE PAYMENT ARRANGEMENTS

Course fees can be paid using one of the following methods:

1. VET Student Loans* (Diploma courses only)
2. Full upfront payment of fees by the census date of the course / area of study
3. An approved payment plan (see Payment Plan section).

*Only tuition fees can be deferred to VET Student Loans. Refer to VSL section of this policy.

4.1 Course Fees and Charges

Course fees and charges specific to each program are published on SEDA's website. Where applicable, course fees will be itemised and may include:

- Tuition fee
- Course material fee (i.e., uniform)
- First Aid ^

^ Where First Aid is a course requirement, students who are not eligible for a credit transfer (CT) from their previous study are required to complete this competency through an external provider under a fee for service arrangement.

The full fee amount for each course is allocated across teaching periods and aligned to census dates. Invoiced amounts must be paid by the census date unless on a payment plan. Students who do not settle their account on or before census will be liable for the total teaching period fee after census date. Full fees for the enrolled teaching period, including all recovery costs, will become due and payable immediately. Further restrictions may apply as outlined below (see Restrictions section).

4.2 Course Fees – Upfront payment

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SEDA accepts the following payment methods for upfront fees:

1. Credit card
2. Electronic Funds Transfer (EFT) Students will be liable for any bank fees and charges associated with dishonored credit cards or bank transfers

4.3 Payment Plan

Payment plans can be arranged on a case-by-case basis through contacting the finance department at finance@sedagroup.com.au

- A payment plan will be created on or prior to census date for the teaching period.
- The details of the payment plan are agreed with the student, with a range of options available.
- The duration of the payment plan must not exceed the duration of the course.

If a default occurs, the payment plan option may be removed and the full fees, including all recovery costs, may become due and payable immediately. Further restrictions may apply as outlined below (see Restrictions section).

4.4 Payment of Fees

1. It is the responsibility of the student to be familiar with the requirements for fee payment under this policy and to pay fees in line with those requirements.
2. If paying tuition fees upfront all students are required to pay the invoiced amount in full for each teaching period no later than the census date for the specific teaching period.
3. Non-payment of fees as outlined in this policy may result in enrolment being cancelled or results being withheld (unless students have successfully applied for consideration under the Special Circumstances Policy - VET)

4.5 Cancellation Fee Policy

If a student chooses to withdraw from a course, the appropriate cancellation fee according to the schedule is charged. The student is required to pay this fee in full at the time of withdrawal.

1. Withdrawal prior to start date for teaching period.
 - No charge.
2. Withdrawal prior to census date for teaching period
 - No charge
3. Withdrawal after census date for teaching period
 - Students remain liable for the full course fee for that teaching period.

To withdraw your enrolment in a VET unit of study you must complete and submit a Student Withdrawal Form (available via the SEDA website and MySEDA)

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4.6 Miscellaneous Fees and Charges

There are other charges that may be applicable including the following:

1. Re-issue of Certificate, Qualification or Statement of Attainment Credentials (certificate, record of results and statement of attainment) will be issued either by hard-copy or digitally.
 - A fee of \$50 will be charged for an 'on request' hard copy credential.
 - A fee of \$20 will be charged for an 'on request' statement of results.
 - A fee of \$75 for a credential and student file archive search
2. Recognition of Prior Learning (RPL) – all students applying for RPL will be required to pay the assigned fee for the areas of study/units of competency under application. Refer to the relevant Tuition and Fees Schedule via the website.
3. Working with Children Check (WWC) – some SEDA courses require students to obtain a valid Working with Children Check (or its equivalent) prior to their first teaching period unless an exemption applies. Some States may charge a fee dependent on the requirement for a WWC and these fees vary across Australian States/Territories. Refer to the **Working with Children Checks Policy**
4. Where First Aid is a course requirement, students who are not eligible for a credit transfer (CT) from previous study are required to be completed through an external provider under a fee for service arrangement.

4.7 Restrictions

If the account cannot be settled by the census date for the teaching period for upfront payments or if there is a default on a payment plan, the following restrictions may apply:

1. Withdrawal from course
2. Results of assessment and grades may be withheld.
3. Re-enrolment into further areas of study may be denied.
4. Course progression may be halted.

5. Record of Results, Statements of Attainment, Testamurs and eligibility for graduation will be withheld.

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Exceptions to the above may include financial hardship and other extenuating circumstances. Any requests for allowances to be made prior to the end of a teaching period should be referred to the **Special Circumstances Policy**.

Where a student has outstanding fees, a payment plan or payment plan review will be offered. Where revised payment options are not adhered to, a student may be referred to a debt collection agency.

Areas of study or course fees are non-transferable to other students or institutions. Students must have paid course fees in full and met all academic requirements in order for academic certification documentation to be issued. Course fees are protected by a fair and reasonable refund policy where cases of 'Special Circumstances' apply as defined by Department of Education and Training that is provided to students prior to enrolment and is available on the website and via MySEDA.

4.8 Request for Refund

Students who believe that they may be eligible for a refund are required to complete a **Request for Refund Form**.

4.9 Special Circumstances

Students who have difficulty in paying any relevant fees by the census date are encouraged to apply via the Special Circumstances application form. Where applicable, exceptions may be granted under financial hardship and other extenuating circumstances. Any requests for allowances are to be made prior to the end of a teaching period should be referred to the **Special Circumstances Policy**.

A review of a student's application under this policy will occur within fifteen (15) working days of receipt of the appropriate documentation. Any decision made shall be considered within SEDA's policies, statutes, and regulations.

5. Definitions

Census date – A date set by SEDA as the last date of possible withdrawal or course change without penalty. This date is published on the SEDA student calendar.

Student – is an individual person who is formally enrolled to study at SEDA. The individual person is that who appears on SEDA's documents such as enrolment, admission, and payment documents, and who is assigned an individual student ID.

Teaching period – Each course is divided into Teaching Periods. The duration of the Teaching Period may vary. Please refer to the relevant SEDA calendar/s for specific information.

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