

FEE Policy

Date Approved:	25 April 2024
Date Effective:	25 April 2024
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.

3. Accountability

Key Decision-Making powers under the Policy

Roles	Responsibilities
Chief Executive Officer	<ol style="list-style-type: none"> 1. Power to approve Tuition Fees 2. Power to approve Non-Material Fees
General Manager	<ol style="list-style-type: none"> 1. Power to determine review applications for decisions concerning fee refunds/fee waivers or re-credit of VET Student Loans (VSL) 2. Power to approve Special Circumstances related to Fees

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National Manager – Student Lifecycle	1. Power to review applications for decisions concerning refunds/waiver/extensions and provide recommendations to above delegates
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4. PART A - Principles of Fee Establishment, Review and Publication

1. All Fees and charges are governed by the SEDA Board and Chief Executive Officer
2. This Policy and associated Procedures comply with the requirements of relevant legislation including the **2024-25 Standard VET Funding Contract**
3. SEDA sets and reviews fees based on the following principles:
 - a. SEDA is a direct entry Registered Training Organisation (RTO), dedicated to student access, opportunity and success.
 - b. SEDA ensures all course and unit fees:
 - represent good value for money for students.
 - are fair and equitable to all students.
 - are set at a level where SEDA remains financially viable; and,
 - are market competitive.
4. Fee setting is influenced by analysis of factors such as:
 - a. Financial sustainability
 - b. Cost of delivery
 - c. Price competitiveness
 - d. Market sensitivity
5. SEDA is committed to full disclosure and transparency of all costs associated with undertaking a course.
6. All fee (tuition and non-tuition) is published on the SEDA website in a timely fashion and in time for student enrolment.
7. Fee information will be transparent and clearly state all costs associated with a course or a unit of study or activity.

Tuition Fees

8. Tuition Fees will be reviewed annually and set in accordance with Clause 3.
9. All tuition fees will be approved and published in an accessible manner within specified timeframes according to the **Fee Procedure** and in line with relevant legislation.

Non-Tuition Fees

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10. SEDA establishes fees and charges for services and materials that it delivers to students related to the provision of education.
11. All non-tuition fees once approved will be published in an accessible manner within specified timeframes according to the **Fee Procedure** and in line with relevant legislation.

PART B – Principles of Fee Adjustment

12. SEDA acknowledges students may experience exceptional circumstances causing substantial and unforeseen financial hardship during their study. To assist, some students may be eligible for (as detailed in the Fee Adjustments Procedure):
 - a. An extension of time to pay their fees; or,
 - b. A fee waiver to cover the full or partial waiving of fees.
13. SEDA or its Industry partners may offer a scholarship (fee discount) to individual students or targeted cohorts as part of a student recruitment or retention strategy or upon a successful scholarship application.
14. Where a sponsorship (fee discount – partial or full) for a cohort or individual is approved the discount is borne by SEDA or its relevant Industry partner.
15. Where fees are not paid, SEDA may:
 - a. Take action including:
 - i. withhold the person’s assessment results; testamurs; academic transcripts.
 - ii. exclude the person from graduation.
 - iii. refuse to enrol the student.
 - iv. suspend or cancel an existing enrolment; as well as,
 - v. withhold the person’s statement of attainment.
 - b. Refer the matter to debt collection, which may incur additional costs to the student;
 - c. Initiate legal action.

Refunds

16. SEDA recognises students’ entitlement to a full or partial refund of certain fees and charges where relevant special circumstances apply. Criteria and procedures for refunds are detailed within the **Fee Procedure**.

PART C – Reviews

17. Students who dispute their fee obligation may apply to have the matter reviewed by the National Manager – Student Lifecycle via the **Complaints and Appeals Policy**

PART D – Course Fees and Charges

18. Tuition fees can be paid using one of the following methods:

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1. VET Student Loans (VSL)*
2. Full upfront payment of fees (Block by Block) due after census date for each Block and payable by the commencement of the subsequent Block.
3. An approved payment plan (see Payment Plan section).

*Only tuition fees can be deferred to VET Student Loans. This does not include non-tuition fees

19. Tuition 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
- Non-Tuition Fee
- Working With Children Check (WWC) where applicable
- First Aid ^

^ Where First Aid is a pre-requisite and needs to be undertaken PRIOR to census date of Block 1 under a fee for service arrangement by the student.

The full fee amount for each course is allocated across teaching periods and aligned to census dates. Invoiced amounts must be paid by the end of the enrolled teaching period (Block) unless on a payment plan. Students who do not settle their account on or before the end of the teaching period as advertised upon the published Student Calendar may be excluded from further study.

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

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 payment plan's duration must not exceed the course's duration.

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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. The student is responsible for being familiar with the requirements for fee payment under this policy and for paying 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 Friday of Week 9 as per the published Student Calendar (before the end of each Block) 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 must 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 (Block).

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)

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 digitally via email.
 - A fee of \$75 for a credential and student file archive search is payable for historical records of more than 3 years in duration.
2. Recognition of Prior Learning (RPL) – all students applying for RPL must 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 (WWCC) – 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 WWCC, and these fees vary across Australian States/Territories. Refer to the **Working with Children Checks Policy**

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4. Where First Aid is a course requirement, students not eligible for a credit transfer (CT) from previous study must be completed through an external provider under a fee for service arrangement.

4.7 Restrictions

If the account cannot be settled by the Friday of Week 9 for the teaching period (Block) 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.

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 and met all academic requirements 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 Special Circumstances

Students who have difficulty in paying any relevant fees by the due 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 permissions that 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

Fee The price established for delivery of all or part of a student's educational experience at SEDA, including tuition and non-tuition fees.

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Tuition Fee The fees payable by a student to SEDA which are directly related to teaching and learning for a course of study in which the student is enrolled.

Non-Tuition Fee The price established for delivering a student's educational experience at SEDA excluding tuition fees. This may include ancillary and course material fees (associated with the services and/or goods retained by the student for use during their course).

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.

Industry Partner – SEDA partners with Industry leading organisations throughout Australia who are referred to as 'Industry Partners.'

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