

COURSE FEE POLICY

1.0 Policy

Outline the procedures to be undertaken when receiving student's monies associated with their fees.

2.0 Purpose

To ensure the protection of Students Fees who pay in advance. As part of the ongoing registration and in accordance with the Australian Quality Training Framework, Standard 5, student who pays their fees in advance must be protected.

3.0 Definitions

Course fee means the overall fee charged to the student for their enrolled course, which covers tuition, course materials and resources, and course facilities.

Course Money means, without limitation, money that the VASS College of Vocational Education receives, directly or indirectly, from:

- (a) a student or intending student; or
- (b) any person who pays the money on behalf of a student or intending student, for or relating to a course that the Provider is providing, or offers to provide, to the student.

Prepaid Course Moneys means course monies paid in respect of students or intending students of the Provider, and which the Provider hold subject to the terms of the refund Protocols

Refund Policy means the policy maintained by VASS College of Vocational Education from time to time (in accordance with the National Standards) pursuant to which students enrolled at the College may become entitled to a refund of fees paid in advance to the Provider.

Refund Protocols means the following documents and Policies of the Provider, as applicable

- (a) the Refund Policy; and/or
- (b) the written agreements

Prepayment Cap means:

- (a) in respect of a student or intending student, prior to commencement of their course, a payment of no more than \$1500.00 which is attributable to tuition or other services yet to be delivered to the student; and
- (b) in respect of a student who has commenced their course, a payment of an additional amount which is attributable to tuition or other services yet to be delivered to the student, such that the total of all such amounts payable to the Provider does not exceed \$1,500.00 at any given time.

Payment Plans means:

- (a) for fee paying students a payment plan can be initiated for a course prior to the commencement of the course;
- (b) Payment plan monies must not exceed pre payment caps, and;
- (c) Monies outstanding after course commencement are to be directed to the VASS College of Vocational Education Trust Fund;
- (d) Students will be put on payment plans if payment has not been received 10 days prior to commencement.

Refundable fees means:

The College must if requested by the student in writing, pay Prepaid Course Moneys to the student:

- (a) at anytime, up to the Prepayment Cap in respect of each student; and
- (b) at the time when the College forms a reasonable opinion that the student to whom those Prepaid Course Moneys under any of the circumstances identified in the Refund protocols.

4.0 Funding Options

Funding is available for eligible students only through the Skills First Program. Eligibility criteria can be located in the College Funding Information Sheet located on the College website.

5.0 Payment arrangements

The College can only take prepaid monies prior to the course commencement of \$1500.00. Additional payments to meet the course cost are to be divided up into equal parts and spread out across the course at intervals no closer than 8 weeks.

Prepaid Course Moneys relate will not qualify for a refund of the relevant moneys under any of the circumstances identified in the Refund Protocols.

6.0 Cooling off period

The College protects the rights of the learner including but limited to the Statutory requirements for cooling-off periods.

Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the RTO Manager (a letter or email is acceptable) within 10 business days of enrolment, unless the student has already commenced the training. Please refer to the Refund policy for process on acquiring a refund.

7.0 Additional fees

Replacement of lost learner resources is an additional charge at cost price for the resource. (In the vicinity of \$20 – \$40 depending on unit)

A payment of AUD\$20 is required for replacement of official academic transcripts
Additional fees may apply for units of competency that students may be deemed Not Yet Competent in.

The College will endeavour to provide excursions that are free of charge, however, travel expenses and food are not covered by the College.

The student tuition fees as published are subject to change given individual circumstances at enrolment.

8.0 Monitoring

The College must cause the accounts and record to be audited annually as at 30 June each year in accordance with generally accepted accounting principles by an auditor;

REVIEW DATE

December 2025

Approved by: Leila Alloush CEO	Date: January 2024
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