



MPA SKILLS

FEES & CHARGES POLICY - 2009

Publicly Funded Students

(Pre-Apprentices and Apprentices)

Objective

To provide for payment of course fees at enrolment and prior to course commencement.

To provide alternative arrangements for students who may be experiencing financial difficulty.

Policy

Course Fees & Charges

Fees and charges are managed in accordance with the VET Fees and Charges Policy 2009 published by the Department of Education & Training.

Enrolment is not complete until statutory and RTO based fees and charges are paid, deferred payment arrangements have been made or fees and charges have been waived. (Vocational Education and Training Act 1996, Western Australia.)

Tuition / Course fees

The course fee is charged with a concession rate available.

Students pay a maximum of \$570 a semester or \$1,140 per year.

Concession students pay a maximum of \$285 a semester or \$570 per year.

Resource Fees

The resource fee covers materials purchased by MPA Skills to be consumed or transformed by students in the course of instruction. The resource fee also covers internet charges and other services utilised by the students in the course of instruction. Any equipment that will be retained by the student as his or her own personal property must be purchased separately by the student.

Resource fees can vary from \$80 to \$700 according to the course a student is enrolled in.

On enrolment, students will take up one of the following payment options:

- a) pay the full amount of fees and charges;
- b) present a signed authority from an employer/third party to invoice that employer/third party for the student's fees and charges;
- c) make application on the grounds of financial hardship to pay by instalments and pay a deposit to a minimum of \$100;

- d) make application on the grounds of severe financial hardship for fees and charges to be waived; or
- e) for students who have fallen behind in their instalments during the previous semester, the RTO may work out with the student an appropriate arrangement to pay the amount outstanding, plus the fees and charges for the next semester. If this can be arranged, the student may be enrolled.

Students who fail to take up one of the above options must not be enrolled.

If a concession is to be applied (refer below), this relates to the date of enrolment. If a concession in categories (a) to (d) below is to be applied, this relates to the date of enrolment. A student is considered to be concessional for a semester should any concessional enrolment exist within that semester.

The following students are entitled to the concession rate on course fees:

- a) Persons and dependants of persons holding:
 - i) A Pensioner Concession Card.
 - ii) A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
 - iii) A Health Care Card.
- b) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- c) Persons and dependants of persons in receipt of the Youth Allowance.
- d) Persons who are inmates of a custodial institution.
- e) Persons who have reached the age of 15 but who have not reached 18 years of age, and who are not due to reach 18 years of age in the calendar year for which they enrol (that is, for study in 2009, year of birth must be 1992, 1993 or 1994).

In cases of financial hardship, students must be given a minimum of eight weeks from the commencement of a semester to finalise payment, which may include payment by instalments.

In cases of severe financial hardship, accountable officers may waive all fees and charges. Details of the students enrolment and grounds for waiving of fees and charges must be retained for audit purposes.

MPA Skills reserves the right to initiate debt collection activities when required.

Transfers

MPA Skills will be pleased to transfer your booking to another date at no cost when we are advised at least 5 working days prior to course commencement. A \$25.00 fee applies to transfer your booking to another time when we are advised less than 5 working days prior to course commencement. Please be aware that you are unable to transfer your booking on the day of your course.

Refunds

Students must be advised that written advice of withdrawal is necessary to ensure they are eligible for refunds.

Requests for refunds must be lodged within two weeks of the official withdrawal date.

Students who withdraw are entitled to a full refund of fees and charges where:

- 1.1. a course/qualification or unit is cancelled or re-scheduled to a time unsuitable to the student;
- 1.2. a student is not given a place due to maximum number of places being reached; or
- 1.3. a student accepts an offer of a place in a university. In this situation, students must provide a copy of the letter of offer with their refund application.

The Financial Controller and the CEO can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by the RTO.

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form prior to or within four weeks of commencing their unit or their program of study or before 25% of delivery has been concluded (whichever is sooner) will be eligible for a full refund of their course fee and 50% of the resource fee paid.

The Financial Controller and the CEO can approve a pro rata refund of fees and charges at any time during the course of delivery if students withdraw for reasons of personal circumstances beyond their control.

For example:

- 1.1. serious illness resulting in extended absence from classes;
- 1.2. injury or disability that prevents the student from completing their program of study; or
- 1.3. other exceptional reasons at the discretion of the accountable officer.

In all cases, relevant documentary evidence (for example, a medical certificate) is required.

Details of all refunds should be retained for audit purposes, and the enrolment form annotated to show that a refund has been given.

Policy Last Reviewed :	4 December 2009
Approved By :	Financial Controller
Related Policies / Procedures/ Documents :	AQTF Standards Department of Education & Training Fees and Charges Policy; Department of Education & Training Financial Hardship Guidelines, MPA Skills Student Code of Conduct and MPA Skills Code of Practice.