



# MPA SKILLS

## FEES & CHARGES POLICY –2012

### 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

##### Fees & Charges

Fees and charges are managed in accordance with the VET Fees and Charges Policy 2012 published by the Department of Training & Workforce Development.

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.)

##### Course fees

The course fee is charged with a concession rate available.

Students pay a maximum of \$606 a semester or \$1,212 per year.

Concession students pay a maximum of \$303 a semester or \$606 per year.

A course fee is the sum of fees for all units that a student enrolls in. Students pay one of four fees per unit (Band 1, Band 2, Band 3, or Band 4) based on the number of hours assigned to each unit, as set out in the course outline defined in the State Training and Recognition System (STARS) – refer to table below.

CATEGORY OF ENROLMENT	UNIT FEE FOR TRAINING	SEMESTER MAX FOR TRAINING
<b>Category A (Vocational) Courses</b>		
<b>Non-Concession Student</b>		<b>\$606.00</b>
Band 1: Units between 1 and 14 hours	\$16.00	
Band 2: Units between 15 and 24 hours	\$34.00	
Band 3: Units between 25 and 50 hours	\$66.00	
Band 4: Units with 51 hours or more	\$128.00	
<b>Concession Student</b>		<b>\$303.00</b>
Band 1: Units between 1 and 14 hours	\$8.00	
Band 2: Units between 15 and 24 hours	\$17.00	
Band 3: Units between 25 and 50 hours	\$33.00	
Band 4: Units with 51 hours or more	\$64.00	
<b>Category B (Access and Bridging) Courses</b>		
Flat fee of \$25 per semester		<b>\$25.00</b>

### 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 \$75 to \$300 according to the course a student is enrolled in.

### Payment Options

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, MPA Skills 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, may have their enrolment cancelled.

### Fees for specific Student Groups / Courses / Qualifications

#### *Concessions:*

If a concession is to be applied (refer below), this relates to the date of enrolment. If a concession in categories (a) to (e) 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 2012, year of birth must be 1995, 1996 or 1997).

Proof of eligibility for concessions must be shown at the time of enrolment.

*Unemployed Persons:*

Students enrolling in a vocational course who are unemployed are exempt from the course fee. The exemption only applies for:

- One semester if the course is completed within that semester; or
- A maximum of two semesters for the same course

Proof of eligibility for the unemployed exemption must be shown at the time of enrolment.

*Financial Hardship:*

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.

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 in liaison with 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 in liaison with 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 CEO.

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.

Students requesting a re-mark of their assessment should do so within four weeks of the date of publication of the results. Should a 'Not Yet Competent' candidate achieve an outcome of 'Competent' on a re-marking of the assessment, the \$25 re-marking charge is to be refunded.

The charge of reporting on assessments is not refundable.

### Incidental Charges

Incidental charges, maximum fees:

- Late entry to assessments \$25
- Special deferred assessment – each unit \$25
- Assessment only, and assessment held in normal assessment period – each unit \$20
- Assessment only, and assessment not held in the normal assessment period – each unit:
  - Setting of paper by assessor (shared equally between candidates) \$150
  - Marking of paper by assessor (each candidate) \$10
  - Supervision of assessment (each candidate) \$50
  - RTO administration costs (each candidate) \$50
  - Assessment administration costs (each candidate) \$50
- Re-marking of assessment – each unit \$25
- Report on assessment – each unit \$25

- Replacement of award/qualification/academic record \$50
- Re-issue of academic statement
  - Results on computer network \$20
  - Results on microfiche \$30
- Re-issue of non-current enrolment form \$20
- Remote assessment supervision \$50

**Policy Last Reviewed :**

12 January 2012

**Approved By :**

Financial Controller

**Related Policies / Procedures/**

AQTF Standards

**Documents :**

Department of Training & Workforce Development Fees and Charges Policy 2012, Code of Practice, Code of Conduct, Important Information to Students