



Booroongen Djugun College

RTO ID: 6673

ABN 79 638 718 552 ACN: 162 957 315

Fees and Charges Policy

Organisation Definition:

Booroongen Djugun College Limited trades as Booroongen Djugun College

Definitions:

Full Fee Paying and Fee for Service students are those whose course fees are not subsidised by any funding program. The student pays all course fees.

Funded Students.
Funding Program.

Scope:

This policy is applicable to all students enrolled in the organisation regardless of their payment status.

Overview:

Fees and charges are established by College management on an annual basis and reviewed whenever necessary.

The Schedule of Fees for all courses on offer by the College are published on course pamphlets and provided to students during the pre-enrolment application process.

All fees are payable in advance at the time of completing the application for enrolment.

According to the Standard for RTOs 2015, Booroongen Djugun College is required to provide students with protection for fees collected in advance. This applies to all students, irrespective of their funded or full-fee paying status.

The Policy

Fee for Service Students

Fee for service students enrolling in a Diploma qualification with Booroongen Djugun College could defer their tuition fees by accessing the Commonwealth Government VET STUDENT LOAN Scheme. Eligibility criteria applies.

All students not accessing the VET STUDENT LOAN Scheme will be required to pay all fees in advance.

The below fees apply to all Fee for Service Students:

- **Tuition Fees**

Tuition fees cover all costs for the provision of training including materials that are necessary to the teaching of the course and are consumed by students throughout the course.

For students enrolled under the VET STUDENT LOAN Scheme, tuition fees are incurred after the Census date for each Unit of Study has passed.

Tuition Fees will be reduced by Credit Transfers for previous formal training with another RTO of equivalent units of competency in the course a student is enrolling into, where there is evidence.

- **Enrolment Application Fee**

The Enrolment Application fee is a compulsory non-refundable fee which is paid at the time of enrolment and covers cost of the administrative function of enrolling a student.

Resources Fee

This fee includes all learning products necessary to the teaching of the course and supplied to the students by the organisation, for the purpose of the completion of such. The details of this cost, appropriate to your specific course, will be provided with the pre-enrolment course information.

Collection of Fees:

The Enrolment Application fee of \$50 is payable at the time the student completes the enrolment application documentation.

The Facilities and Amenities Fees can be paid in full at enrolment or no later than four weeks prior to the start date for the intake in which the student is enrolled. Students who elect to defer payment of this fee can pay in full any time between completing the application for enrolment documentation and four weeks prior to the intake commencement.

Students can also sign into a payment plan, ensuring regular payments between enrolment date and the latest date that payment in full is required

A Payment Plan is available as an option. If there is a default on an agreed payment Booroongen Djugun College will contact the student directly to arrange for the missed payment to be made. Students enrolment will be cancelled if the student has not made payment in full within the agreed time frame (as per above not later than four weeks prior to the start date for the intake in which the student is enrolled.)

Please note: Full payment of the Facilities and Amenities Fees will be expected from students who enrol within four weeks of the start date of the intake they are enrolling into.

Any students provided Credit Transfer upon verification and assessment of the relevant evidence will be refunded the tuition fee for each unit/s of competency for which they have been given Credit Transfer.

Protection of Students Fees paid in advance

Tuition assurance protects students in the event of a course provided by an approved VSL provider ceases to be provided after it starts but before it is completed. Affected students are offered a replacement course with another provider and where this is not possible, the student's FEE-HELP balance for the affected part of the course will be re-credited.

The Australian Government have implemented interim tuition arrangements for the 2018 and 2019 calendar year, for VET Student Loans, FEE-HELP and remaining grandfathered VET FEE-HELP students. The Department of Employment, Skills, Small and Family Business will develop sustainable tuition assurance models for implementation after 2019.

In 2018, providers were exempt from tuition assurance requirements, subject to certain conditions relating to course assurance and financial requirements to cover fee assurance.

According to the Guidelines, this includes:

- a- the learner being placed into an equivalent course such that:
 - b- if an equivalent course cannot be found, the learner is paid a refund of any prepaid fees for services, yet
- i. the new location is geographically close to where the learner had been enrolled, and
 - ii. the learner receives the full services for which they have prepaid at no additional cost to the learner or to be delivered above the threshold prepaid fee amount.

This Policy/Procedure meets Clause 7.3 of the Standards for RTOs 2015, which states that:

"Where the RTO requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1500 (being the threshold

prepaid fee amount), the RTO must meet the requirements set out in the Requirements for Fee Protection in Schedule 6.”

Other Charges:

RPL Fees

Students applying for Recognition of Prior Learning (RPL) will be charged per unit of competency. The fee will equal that for the provision of the training of such unit of competency. This will vary according to each qualification.

Re-issue of testamurs/certificates

Students requiring replacement of their Certificate or Statement of Attainment will be charged an administration fee of \$50.

A Request Form for Replacement of Certificates or Statements of Attainment must be lodged with the College.

Photocopying of assessments

Students are advised to keep copies of all written work before submitting this to their trainer. Any copies required will be charged at 20 cents per page.

Please note that:

Certificates/Testamurs or Statements of Attainment will not be issued until all relevant fees are paid.

Related Policies and Forms:

Refund Policy

VET Tuition Assurance

Application for Refund Form

Publication

This Policy will be made public to VET students on Booroongen Djugun College's website www.booroongendjugun.com.au and included in the Student Handbook.