



## Policy & Procedure

### FEES and CHARGES POLICY & PROCEDURE

Policy number:	8	Version:	5
Responsible Person:	CEO	Reviewed by:	CEO
NRCHI Area:	Operational / RTO	Review Date:	30/11/2023
Approved and adopted by:	Board of Governance	Next Review Date:	November 2025

#### Scope

This policy applies to all staff who are authorised to enrol a student in a course.

This policy also applies to all course applicants and students of courses at North Ringwood Community House.

This policy applies for all courses (accredited, pre accredited and community programs), whether the student is receiving government funded training or paying a fee for the training service.

#### Objective

This policy outlines the principles for managing payments made from students seeking to enrol in a course:

- To implement consistent fees and charges for all Education and Training courses at NRCHI
- To meet the policy and compliance requirements of NRCHI's funding and registering bodies, and
- To ensure all Education and Training courses are accessible and equitable.

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NRCHI will set course fees and charges according to the contractual obligations of its funding bodies (including the Victorian Department of Jobs, Skills, Industry and Regions), its registering bodies (the Victorian Registration and Qualifications Authority (VRQA) and Adult, Community and Further Education (ACFE)) and the course requirements.

NRCHI will advertise fees and charges payable for each course in the Course Guide, in any promotional material and the NRCHI website.

NRCHI has the following categories of fees:

##### **Tuition fees**

Tuition fees are set according to publicly available guidelines in the Funding Contract with the Victorian Department of Jobs, Skills, Industry and Regions.

Those guidelines identify students eligible for ACFE subsidies for Pre-Accredited training and Skills subsidies for Accredited training.

The NRCHI website provides details of current tuition fees for government subsidised places.

##### **Tuition fee waivers**

Tuition fee waivers are set according to publicly available guidelines in the Funding Contract with the Victorian Department of Jobs, Skills, Industry and Regions.

No tuition fees apply for students with referrals from



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- Judy Lazarus Centre
- Young people on community based orders
- Skills First Youth Access Initiative

If a student self-identifies as being of Aboriginal or Torres Strait Islander descent and enrolls in a program at any level NRCH will grant a fee waiver, in accordance with the 2024 Guidelines About Fees. A copy of the enrolment form on which the student self-identifies as indigenous shall be kept in student files.

### **Tuition fee concession**

The concessional rate is 20% of the published tuition fee for government subsidised training.

People applying for courses, or their dependent spouses and children, who at the commencement of the course are in receipt of the following benefits, pension or allowances, are eligible for a Tuition Fee at the concessional rate:

- Veteran's Gold Card
- Commonwealth Health Care Card
- Pension Concession Card

A dependent spouse or dependant child of a card holder is also entitled to the fee concession.

Administrative staff must sight and sign a written declaration that they have sighted the pension, benefit or concession card before a Tuition Fee concession can be granted. Staff will record the date upon which a student's concession entitlement was checked on the enrolment form to clearly confirm that the entitlement was current and valid at the time of enrolment and prior to the commencement of training. NRCHI will allow a two week grace period to be applied for an individual to provide proof of concession after the commencement of training. When the individual does provide proof of concession, staff will ensure the concession was valid at the time of commencement of training.

Where the CEO is able to confirm that a person is an Asylum Seeker by verifying that the individual holds a valid Visa type obtained by using the Commonwealth Visa Entitlement Verification Online, or has a validly endorsed Referral Form, the student is eligible for the Tuition Fee concession if enrolling in a Certificate IV or lower qualification provided under the *Skills First* Program.

A student holding a Job Seeker Referral Form may be eligible for a Tuition Fee Concession when the Referring Agency agrees to meet NRCHI's revenue foregone.

Administrative staff must sight and copy the original Job Seeker Referral Form and return the original to the person. On enrolment, a copy of this form must also be returned by Administrative staff to the Job Seeker's referring agency.

Additionally, the CEO may grant a Tuition Fee concession where the CEO considers that the collection of the fee imposes extreme hardship for the person applying for the course.

Fee concessions do not apply to the fees charged for amenities, administration, materials and manuals.

The Student Records Officer is responsible for reporting Tuition Fee concessions through the Vetrak system.

### **Implementation**

Prior to the commencement of training, NRCHI will supply each Eligible Individual with a Statement of Fees. Statement of fees shall be emailed or given to students prior to commencement; another copy will be handed out at orientation to be signed and retained by NRCHI. This statement will include:

- The code, title and currency of the course
- Estimated duration



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- Expected location(s)
- Expected modes of delivery
- Any work placement or practical placement arrangements
- The hourly tuition fee relevant to the individual enrolment
- The approximate value of the government contribution expressed in dollars
- Whether the Fee is for government subsidised training or fee for service, and
- Any other applicable fees, such as student services, amenities, goods or material.

### Fee for Service Charges

Full fee for service charges are set by NRCHI at its discretion and having regard to NRCHI's values. These charges apply to all courses for which a student does not have an eligibility for Victorian Government subsidised training.

### Recognition of Prior Learning (RPL)

Recognition of prior learning is a method of assessment used to determine whether a person has already achieved (through formal or informal learning, and work and life experiences) the required competencies of a unit from the qualification in which the student is an applicant. The CEO will set a fee for RPL assessment at her discretion based on the assessment and administration costs for each individual application. The student will be advised of the actual fee prior to commencement of RPL. Typically, the cost for RPL/RCC is \$150 per unit and \$120 for a workplace assessment if applicable.

### Credit Transfer

Credit transfer may apply when a student provides the NRCHI Training Coordinator an original Statement of Attainment from another Registered Training Organisation. The Training Coordinator will determine whether the unit(s) for which the student is seeking a credit can be granted within the qualification rules. Advice from Industry may be sought. If this application requires more than 2 hours of NRCHI activity a fee may be payable calculated at \$50 per hour for each hour (or part hour) in excess of 2 hours. The student will be advised of the actual fee prior to commencement of credit transfer process.

### Not yet Competent Completions

If a student is assessed as Not Yet Competent on completion of the delivery of the training and assessment, the student will be allowed up to 12 months from the course end date to resubmit the Not Yet Component assessments. This date may be extended at the discretion of the Training Coordinator. The student will not incur an additional fee for the delayed assessment.

Where an assessment attempt has been deemed 'Not Yet Satisfactory', students will be given the opportunity to provide further evidence to support competence through one re-assessment procedure at no extra cost. Any additional re-assessments beyond this may have an associated fee of \$50 per resubmit.

If any additional workplace assessment (more than 2 assessments) is required, the student will be charged \$50 for each hour or part hour required for the trainer/assessor to complete the assessment (except CALD students whose placement is organised for them and have weekly onsite visits by the Assessor).

### Other Fees

NRCHI charges fees on enrolment for services and amenities, administration, manuals and materials. These fees are identified in the Fee Schedule available on the NRCHI website.

### Additional fees may be payable, when applicable:

#### Certificate Fees

An additional fee is not charged for a Statement of Attainment on withdrawal, cancellation or transfer if required prior to completion provided that the student has fully paid the Tuition Fee.

A fee of \$20.00 will be charged for replacement certificates.

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### Photocopying/Printing

Photocopying - \$0.20 per copy.

### Additional Police Checks

Police checks are mandatorily required for all practical work placements. Current Government Legislation requires a Victorian Police Check before you are permitted to work in the Aged Care or Disability industry. This can be undertaken either online or with the Victorian Police for an additional cost. The fee for a National Police Check is \$54 for an employee or \$34 for a volunteer through checked.com.au (Sourced from <https://www.checked.com.au/> accessed 30/11/2023, price correct at time of printing)

### Additional NDIS Worker Screening Check

All new workers are required to obtain an NDIS Clearance before they start work in a risk assessed role with a registered NDIS provided. This includes workers who are starting with a new employer.

This means that a person is prohibited from being employed or otherwise engaged by a registered NDIS provider in a risk assessed role unless the person has an NDIS Clearance or is subject to a transitional arrangement.

The NDIS Check does not replace Victoria's WWC Check. If you are continuing to work with children, you will need to renew your WWC Clearance.

The fee for an NDIS Check is **\$128.20**. and NDIS Clearance is valid for 5 years from the date of the notice unless it is surrendered or revoked. Some individuals will be required to get both a WWC Clearance and an NDIS Clearance. (Sourced from <https://www.service.vic.gov.au/services/national-disability-insurance-scheme> accessed 30/11/2023, price correct at time of printing)

### Additional Working with Children Check

You may require a Working with Children (WWC) Check if you want to do child related work. The WWC Check is a criminal check for people who have regular and / or direct contact with children under the age of 18 which may not be directly supervised by another person. The assessment is compulsory for employment in certain occupations in Victoria.

The fee for a WWCC Check is **\$128.20**. and is valid for 5 years from the date of the notice unless it is surrendered or revoked. Some individuals will be required to get both a WWC Clearance and an NDIS Clearance. (Sourced from <https://service.vic.gov.au/services/working-with-children> accessed 30/11/2023, price correct at time of printing).

### Additional optional training

A First Aid Certificate is required by some employers on commencement of employment. Some organisations also require a current First Aid Certificate prior to commencement of a practical work placement. CPR or First Aid Training can be undertaken for an additional cost with another provider (RTO).

### After course commencement \_ Practical Work Placement

The practical work placement site must be approved by the Accredited Training Coordinator prior to commencement of the work placement. The worksite must be within 30 minutes of North Ringwood Community House. Any journey time more than 30 minutes may attract an additional fee for the Trainer/Assessors services calculated at \$12.50 per quarter hour for each quarter hour (or part quarter hour).



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### Fees Paid in Advance

When a student is enrolled in a VET course or unit of competency, NRCHI may request fees in advance.

All course fees must be paid by the end of course delivery and assessment.

However, NRCHI will accept payment of no more than \$1,000 from each student prior to the commencement of the course. After course commencement, NRCHI may require the student to pay additional fees in advance provided that the total amount required for Tuition Fees and/or other services yet to be delivered to the student does not exceed \$1,500.

To protect student fees the following systems are in place:

- NRCHI only requires fees (including course fees, administration fees, student service fees and manual fees) to be paid by the Term. If a course is conducted over three terms the student will be required to pay a \$200 deposit to confirm enrolment and a further \$300 prior to course commencement. A payment plan for the balance will be negotiated prior to enrolment with students making regular payments over the term of the course. This will ensure that the amount of fees collected in advance will be less than \$1,000
- Refunded fees for cancelled classes are paid promptly. It is expected that the fee refund is paid within 14 days
- NRCHI is covered under the Department of Health and Human Services, and Department of Victorian Communities “Community Service Organisation’s Insurance Program, underwritten by the Victorian Managed Insurance Authority (VMIA). This policy provides for Professional Indemnity up to \$20,000,000. North Ringwood Community House Inc. is covered for “breach of professional duty due to the dishonest or fraudulent acts of employees” and for “the omission in the course of Professional Services rendered or which should have been rendered for which the insured may be legally liable”. This policy covers any pre-paid fees NRCHI may receive.
- NRCHI has all accounts certified by a qualified Accountant to Australian Accounting Standards annually, and provided at the Annual General Meeting and included in the NRCHI Annual Report. This, and a full audit, is provided to the VRQA and Skills Victoria on request.

### Related Documents

Fee Schedule  
Student Handbook  
Student Agreement  
Student Enrolment Policy  
Student Enrolment Checklist  
Refund Policy  
Government Initiatives Policy

### Document Locations

Website  
Electronic file folders accessible by NRCHI Administration staff  
Policy and Procedure Manual

### Related Legislation

Australian Quality Standards Framework 2010  
Victorian Registration and Qualifications Authority Guidelines for VET Provider



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### Area of Compliance

AQTF Standards 2.3, 3.1

VRQA Guidelines for VET Providers Guideline 1.3 (b)

*Skills First* Quality Charter

DE&T VET Funding Contract *Skills First* Program 4.1, 4.2, 5.2 (c), 5.2(g), Schedule I 2.1 - 2.5, 3.1-3.8, 6.1,6.2

DE&T Guidelines about Determining Student Eligibility and Supporting Evidence

DE& Guidelines about Fees

DE&T ACFE Pre Accredited Training Contract

Date reviewed	Version	Details of changes (if any)	Date CEO NRCHI Approved	Date of next review
14 August 2018	1	<p>Compilation of 3 separate policies which are now superseded:</p> <ul style="list-style-type: none"> <li>• Fees &amp; Charges policy for Government subsidised training under the VTG</li> <li>• Fees &amp; Charges Govt Funded Policy</li> <li>• Fees Payable in Advance Policy</li> </ul> <p>Inclusion of existing policy in new template that:</p> <ul style="list-style-type: none"> <li>• simplifies language</li> <li>• clarifies authority and responsibilities</li> <li>• maintains a version control history</li> </ul>	22 August 2018	August 2021
17 January 2020	2	<p>Update of conditions for concessions</p> <p>Update of fees charged for second resubmit</p> <p>Update of photocopying charges</p>	17 January 2020	January 2023
March 2022	3	Updated NDIS & WWCC Check summary and associated fees	28 March 2022	March 2025
April 2022	4	Updated where prices for additional checks are sources	9/5/2022	April 2025
November 2023	5	<p>DET reference removed and replaced with DJSIR</p> <p>Updated information on sighting concessions card only, no longer keep a copy</p> <p>Updated information on dependant spouses or child eligibility for concession fee</p>	30/11/2023	November 2025