

Purpose

This policy ensures that student fees are charged in accordance with the relevant government Training Fees and Charges Policy in each jurisdiction.

Scope

This policy relates to all compulsory student fees and charges where students are placed in government funded training programs.

Policy

Calculation of Contribution

Students will be charged a tuition contribution on the basis of the requirements of their state legislation and guidelines for each nominal enrolled hour of government funded training or further education in any calendar year or continuous 12 month period from the date of the student's enrolment.

The appropriate tuition contribution, including the relevant minimum and maximum, to be charged in any enrolment period will be determined by the policy guidelines of the relevant state each year.

A copy of each state relevant government Training Fees and Charges Policy in each jurisdiction is available to staff on the TexSkill Intranet or upon request

Concessions and exemptions

TexSkill will comply with requirements for concessions and exemptions as outlined in the relevant state government Training Fees and Charges Policy in each jurisdiction

A concession on a tuition contribution may be granted where TexSkill Limited considers that payment of the tuition contribution would impose extreme hardship.

A tuition contribution fee will not be charged where the tuition contribution is being paid by another provider's institution or where a condition of government funding prohibits the imposition of that fee or charge.

Student Services and Amenities Fees

TexSkill Limited may impose a compulsory non-academic fee, subscription or charge for the purposes of providing student services and amenities. If such a contribution is imposed it shall be in accordance with the government Training Fees and Charges Policy in each jurisdiction.

Refunds

Refunds shall be applied in accordance with the government Training Fees and Charges Policy in each jurisdiction and in accordance with TexSkill Limited Refund Policy which is supplied to students in the Student Induction Handbook.

Accounts and Records

The accounts and records kept by TexSkill Limited will clearly distinguish income and expenditure from fee-for- service training or further education and from government-funded training or further education.

A separate general ledger account will record receipt of income from tuition contributions and the payment of refunds of contributions.

Records and evidence shall be kept to support fee waivers and concessions granted.

Management Responsibility

CEO

Implementation Responsibility

Financial Controller

Reference

Fees and Charges Refund Application, Student Induction Handbook