

FEE CONCESSION Guidelines



RESPONSIBLE MANAGER: Registrar
CATEGORY: Student Information and Services
DATE ENDORSED: 15 May 2009
RELATED POLICIES AND DOCUMENTS: [Ministerial Directions on Fees and Charges](#)
[Current Fees and Charges](#)

Introduction

The State Government is responsible for setting the Institute's tuition fees for Government funded courses. The tuition fee, including acceptable concessions, is documented in the Ministerial Direction on Fees and Charges. This Ministerial Direction is reviewed on an annual basis by the Government.

The Ministerial Direction states that concession tuition fees cannot be granted where the tuition fees are being paid by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.

Definitions

Ministerial Direction: A directive provided to TAFE Institutes by the relevant Minister

Concession fees: A reduction in fees to a minimum amount as documented in the Ministerial Direction on Fees and Charges.

Fee exemption: Where the individual or course has no course fees imposed.

Financial hardship: Being able to demonstrate that the imposing of full fees will cause financial difficulties that will adversely impact on the student's ability to achieve positive educational outcomes.

Delegated authority

Within the Ministerial Direction, the Institute Board has delegated authority to consider and provide concession fees where cases of financial hardship can be demonstrated. Institute Board has nominated the Institute's Registrar to oversee the fee concession process.

Full exemption of course fees is the responsibility of the Institute's CEO.

Scope

This procedure is not applicable to students enrolling in Fee for Service courses at South West TAFE.

Procedure to claim concession fees

- As part of the pre-enrolling information package, all potential students will be provided with an Institute Fees and Charges brochure. This brochure provides the potential student with all relevant information including :
 - the hourly rates to be charged and a breakdown of how these are charged
 - acceptable concessions categories
 - fee payment options
 - what happens when you withdraw from a course
 - how to apply for consideration of having your fees reduced
- A student who has been issued with a current Health Care Card, Pensioner Concession Card or Veterans Gold Card, is eligible to claim concession fees. Being listed as a dependant on their parent's or partner's concession Card also makes them eligible for concession fees. The student will need to produce the card at the time of enrolment or provide a copy of the card with their enrolment form.
- Where a student does not have a valid concession card, but believes they have a case for financial hardship, the student is required to write to the Institute's Registrar outlining their claim. The claim must be from the individual – a proforma letter will not be accepted.

Processing a claim for consideration of financial hardship

- The Registrar will assess the claim and provide written advice to the student.
- Claims will be assessed on a case by case basis.
- Decisions will be based on the following criteria:
 - Impact on the student's ability to participate in the course and achieve a positive educational outcome.
 - Actual evidence provided to support the claim (i.e. doctor's certificate, financial information)
 - Information that indicates that the individual is borderline in qualifying for a Centrelink benefit.
- When making an assessment, additional evidence of financial hardship to support the individual's claim may be requested. This may result in the individual being referred to Centrelink for an official eligibility assessment.

Access and equity

The Institute is committed to adhering to access and equity principles in the implementation of this procedure.