

How are fees set?

The State Government is responsible for setting the Institute's tuition fees for Government subsidised courses. The tuition fee, including acceptable concessions, is documented in the Ministerial Directions on Fees & Charges. It is reviewed by the Government on an annual basis.

South West TAFE sets a general service (amenities) fee. Your course may also incur material or incidental fees.

How do I know if I am eligible to access a Government subsidised place?

Eligibility for access to Government subsidised places for Diploma and Advanced Diploma courses and for all courses under the Skills for Growth program depends on meeting the following criteria:

- You are of Aboriginal or Torres Strait Islander origin
- OR**
- You are an Australian citizen, permanent resident including Special Category Visa holders, or East Timorese asylum seeker,
- AND**
- Are aged under 20 years old on 1st January in the year the course commences **OR**
 - Are aged 20 years old or over on 1st January in the year the course commences, and is applying for any qualification higher than the highest qualification already held (unless the qualification held is specifically exempt) **OR**
 - Are applying for a Foundation Skills course

Eligibility for all other courses to obtain a Government subsidised place is based on citizenship and residency requirements only.

If you are unsure about your eligibility, please telephone (03) 5564 8911 or email info@swtafe.vic.edu.au

What happens if I am not eligible for a Government Subsidised place?

If you do not meet the eligibility criteria, you may still apply for the course. You will not be entitled to receive a Government subsidised place, and will be a full fee paying student and charged a non Government subsidised fee.

What is the Tuition fee for a Government Subsidised place?

Tuition fees are based on the Course Category of the course in which you are enrolling. The categories are Foundation, Skills Creation, Apprenticeships & Traineeships, Skills Building and Skills Deepening. The tuition fee is calculated by multiplying the student contact hours by the fee set for each category (and rounded to the nearest dollar amount). Tuition fees are subject to concessions for all courses other than Skills Deepening (Diploma & Advanced Diploma).

What is the General Service fee?

The general service fee is calculated by multiplying the enrolment hours by \$0.36 per hour. A minimum of \$45 and a maximum of \$230.40 general service fee applies to all students. General service fees are subject to concessions for all courses other than Skills Deepening (Diploma & Advanced Diploma).

What are the Material or Incidental fees?

You may be required to pay the cost of some goods or materials necessary for your course, e.g. tools of trade, computer disks, uniform and books. You will be informed of material fees associated with your course at an Information Session or alternatively the fees will be listed on your enrolment form.

Am I eligible for a Concession?

You will not be eligible for a concession if you are enrolling in a course under the Skills Deepening course category (Diploma & Advanced Diploma) courses.

If you are in receipt of any of the following benefits or pensions (or your dependant children or spouse) you will be eligible for full concession and be charged the minimum tuition and general service fees as listed on the fees table.

- Health Care Card
- Pensioner Concession Card
- Veterans Gold Card

Students claiming concession, will need to be able to produce evidence of eligibility (ie: Health Care Card) at the time of enrolment otherwise full fees will be charged. Students are advised to contact Centrelink prior to enrolling to determine if they are eligible.

These concessions do not apply to the Tuition component of the fee, if the student's tuition component is being paid by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.

As part of the Government's commitment to ensuring that Indigenous students continue to gain educational qualification, Indigenous students are levied at the minimum tuition fee and general service amount across all Skills Reform categories.

Is there Goods & Services Tax (GST) associated with my fees?

Tuition fees are exempt from GST for all accredited courses. GST will apply to certain material fees where tools, safety equipment and other items are included in your fee.

For more information with regards to Fees & Charges, please contact our Customer Service Centre on (03) 5564 8911 or email us at info@swtafe.vic.edu.au

How much will my fees be if I am eligible for a Government subsidised place?

You will need to know your total hours of your course, your course category and material or incidental fees to be able to calculate what your course will cost you.

Tuition Fee Structure	Award	Fee per Student Contact Hour#	Minimum Fee Tuition	Maximum Fee Tuition	Minimum Fee General Service (\$0.36 per contact hr)	Maximum Fee General Service (\$0.36 per contact hr)	Incidental (Material) Fees
Foundation	Foundation Level & Pre-Accredited Courses	\$1.08	\$50	\$500	\$45	\$230.40	As advised By Course Coordinator
Skills Creation	Certificate I Certificate II	\$1.40	\$105	\$875	\$45	\$230.40	
Apprenticeships & Traineeships	Various	\$1.37	\$57	\$903	\$45	\$230.40	
Skills Building	Certificate III Certificate IV	\$1.62	\$120	\$1000	\$45	\$230.40	
Skills Deepening	Diploma Advanced Diploma	\$3.25	\$225*	\$2000	\$45*	\$230.40	

*Minimum fee and not concession fee for diploma and advanced diploma courses.

#The tuition fee will be rounded to the nearest dollar amount.

I am a continuing student in a course which I commenced prior to 1st July 2009, how much will my fees be?

Students, who commenced their course with South West TAFE prior to 1st July 2009 under Fee Maintenance, will pay tuition fees based on original fees and charges set in 2009. These enrolments will continue to be subject to any applicable concessions or exemptions provided for under the Ministerial Direction about Fees and Charges. The hourly rate for 2010 is \$1.40/hour with a minimum of \$56.00 and a maximum of \$896.00 across all course categories. General service fee and material fees are calculated as per above schedule, however concessions will apply to the general service fee for Diploma and Advanced Diploma level courses for students continuing in a course which commenced prior to 1st July 2009.

Fee maintenance only applies to training that is continuous; that is if a student continues to re-enrol in the same course leading to the same qualification, and undertake the next available scheduled training.

If you are enrolled in a Foundation Skills course (list available from the Customer Service Centre) then the fees may be cheaper after 1st July 2009. Please speak to an enrolment officer if you wish to opt out of fee maintenance to take advantage of cheaper fees. Fee maintenance will expire under a sunset clause on 31st December 2012.

How do I pay my fees?

Students are required to pay their enrolment fees (tuition, general service and materials fees) in full at the time of enrolment by cash, cheque, eftpos, credit card, money order or bank transfer.

Can I use VET FEE-HELP?

VET FEE-HELP is an income contingent Australian Government fee assistance scheme for the Vocational Education and Training (VET) sector that is part of the Higher Education Loan Program (HELP).

Students studying Diploma and Advanced Diploma courses may be able to apply to defer either part of all of their tuition fees. Over a student's lifetime they may borrow through VET FEE-HELP an amount up to the FEE-HELP limit to pay their tuition fees. There is a loan fee of 20% for all VET FEE-HELP loans. The FEE-HELP limit does not include the loan fee.

Contact our Customer Service Centre prior to enrolment to arrange an appointment to discuss VET FEE-HELP options on (03) 5564 8911 or email us at info@swtafe.vic.edu.au

Can I pay my fees through Centrelink?

If you receive payments through Centrelink you may be eligible to apply for a lump sum Advance Payment of \$250-\$500 of your Social Security payment which could be used to cover part of all of your course costs. Please contact Centrelink for more information on 132 490 or visit their website www.centrelink.gov.au

If you receive a Centrelink benefit you have the option of deducting your tuition, general service and material fees directly from your Centrelink benefit, through Centrepay. Repayments of fees through Centrepay require you to pay a minimum of \$50 at enrolment and a minimum of \$30 per fortnight to be deducted from your Centrelink benefit until the full payment is made. Full payment must be made by 30 November in the enrolment year.

Can my employer/agency pay for me?

Yes, however, before enrolment fees can be invoiced to a third party (eg. WorkCover, Employer or Agency) an Authority to Invoice Form needs to be completed by the third party before your enrolment can be completed. This form is available from the Customer Service Centre at all campuses or on the Institute website at www.swtafe.vic.edu.au/students.

What should I do if I cannot afford to pay my fees by one of the options above?

If you believe that you have a case for special consideration for an alternative fee payment option, then you should make an application in writing. Address applications for special consideration to the Institute's Registrar, South West Institute of TAFE, PO Box 674, Warrnambool, 3280, or email info@swtafe.vic.edu.au. Only written applications will be considered.

What happens if I have not paid my fees?

If you have an outstanding liability to the Institute you will not receive a Statement of Attainment or any other certification. You must have cleared all outstanding debts for fees, library charges or other liabilities to the Institute before you are eligible to be enrolled. This applies to both personal and employer-invoiced debts.

If you are having difficulty in meeting agreed payments contact the Institute's Registrar immediately, by phone: (03) 5564 8911 or email: info@swtafe.vic.edu.au. Failure to do this may result in legal action being taken to recover the outstanding fees plus costs.