



# 2007 FEES AND CHARGES

## For Government Funded Courses

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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. It is reviewed on an annual basis by the Government.

In addition to the Government funded courses, the Institute also delivers a range of commercial programs which are operated on a fee for service basis. Fees and charges for these programs are not governed by the Ministerial Direction. Contact our Business Development Unit for more information on these programs.

### GOVERNMENT FUNDED COURSES

Government funded course fees consist of the tuition fee and general service fee and may also include material fees.

#### TUITION FEE

The tuition fee is calculated by multiplying the enrolment hours (to a maximum of 640 hours) by \$1.34 per hour. A \$53 minimum and \$860.00 maximum tuition fee applies to all students, subject to the concessions as listed below.

#### GENERAL SERVICE FEE

The general service fee is calculated by multiplying the enrolment hours by 36c per hour. A minimum \$45 and maximum \$230.40 general service fee applies to all students, subject to the concessions as listed below.

#### MATERIAL FEES

Students may be required to pay the cost of some goods or materials necessary for their course e.g. tools of trade, computer disks, uniforms and books. Students will be notified of material fees at a course Information Session or the fees will be listed on the Enrolment Form.

#### FULL CONCESSION

Students in receipt of any of the following benefits or pensions (or their dependant children or spouse) will be eligible for full concession as listed on the fees table (proof of benefit is required).

- 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.

#### PAYMENT OF FEES BY INSTALMENTS

Students may pay their tuition fee and general service fee, but not their material fee, by instalments. An upfront payment of \$50 or half the tuition fee (whichever is the greater) is required. The remaining fees can be paid by instalments ensuring that full payment is made by 30 November of the enrolment year, and of payments no less than \$25 per fortnight.

A service fee of \$25 will be charged on all agreements for paying fees through instalments. This fee will be waived if the balance of fees is paid within four weeks of the date of enrolment.

#### CENTREPAY

Students who receive a Centrelink benefit have the option of deducting their tuition, general service and material fees directly from their Centrelink benefit. This method is called Centrepay and does not attract the \$25 service fee. Repayments of fees through Centrepay require a minimum of \$40 to be paid at enrolment and a minimum of \$25 per fortnight to be deducted from the Centrelink benefit until the full payment is made. Full payment must be made by 30 November in the enrolment year.

#### UNPAID FEES AND FINES

Students with an outstanding liability to the Institute will not receive a Statement of Attainment or any other certification.

Students must have cleared all outstanding debts for fees, library charges or other liabilities to the Institute before they are eligible to be enrolled. This applies to both personal and employer-invoiced debts.

A student who is having difficulty in meeting agreed payments must contact the Registrar immediately. Failure to do this may result in legal action being taken to recover the outstanding fees plus costs.

## SPECIAL CONSIDERATION FOR FEE CONCESSION

Where a student believes they have a case for special consideration for a reduction of fees, they should make an application in writing. The application will need to demonstrate extreme circumstances that will adversely impact on the student's ability to achieve a positive education outcome.

Address applications for special consideration to the Institute's Registrar, South West Institute of TAFE, P O Box 674, Warrnambool, 3280. Only written applications will be considered.

## INVOICING OF FEES

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 enrolment can be completed. These forms are available at the Front Reception of all campuses or on the Institute website at [www.swtafe.vic.edu.au/students](http://www.swtafe.vic.edu.au/students).

## CANCELLATION OF COURSE & WITHDRAWALS

The Student Withdrawal Policy is set by the State Government and applies to all Government funded courses. Students who have not officially withdrawn from a course or module and have money outstanding for fees are still liable for these fees.

A student who officially withdraws within four weeks of the course/module commencement will receive a refund of fees paid less the minimum enrolment fee of \$53. A student who withdraws to take up a place at another tertiary institution will receive a full refund of all fees paid. The letter of offer from the other tertiary institution will need to be provided.

Students who withdraw after the first four weeks or withdraw from their course within four weeks of course commencement but do not complete an Enrolment Cancellation form until after four weeks, **WILL NOT** receive a refund.

It is the responsibility of the student to complete an Enrolment Cancellation form. These forms are available from the Front Reception of all campuses or on the Institute website [www.swtafe.vic.edu.au/students](http://www.swtafe.vic.edu.au/students) and must be signed by an appropriate department representative.

It is important to note that Centrelink may require the last date of course attendance and benefits may only be paid to that date.

All refunds will be payable by cheque or to an EFTPOS account (depending on the method of initial payment).

## CHANGE OF PERSONAL DETAILS

Students must complete the appropriate form to advise any change of personal details. These forms are available at the Front Reception of all campuses or on the Institute website [www.swtafe.vic.edu.au/students](http://www.swtafe.vic.edu.au/students). Once enrolled, students can access the online student management system, OnCourse, to change these details.

## GOODS AND SERVICES TAX (GST)

Tuition fees are exempt from GST for all accredited courses. GST will apply to a portion of the general service fee and certain material fees where tools, safety equipment and other items are included in the fee.

## FEES

STUDENT TYPE	TUITION FEE (\$1.34 per Enrolled Hour)		GENERAL SERVICE FEE (36¢ per Enrolled Hour)		MATERIAL FEES
	Minimum	Maximum	Minimum	Maximum	
Normal Fee	\$53	\$860	\$45	\$230.40	As advised by Course Coordinator
Concession Fee	\$53	\$53	\$45	\$45	
On-Line and Off-Campus	\$53	\$860	\$45	\$45	

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

Further information is available from

- our website: [www.swtafe.vic.edu.au](http://www.swtafe.vic.edu.au)
- emailing us on [info@swtafe.vic.edu.au](mailto:info@swtafe.vic.edu.au)
- or by phoning our Reception staff  
5564 8911 (Warrnambool), 5551 4144 (Hamilton), 5521 0444 (Portland) or 5557 8200 (Glenormiston)

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