



2009 FEES AND CHARGES

(1ST JULY – 31ST DECEMBER 2009)

For Government Subsidised Courses

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 Direction 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 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

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 charged a commercial fee. For course costs and available government loans please contact our Customer Service Centre for more information (03) 5564 8911 or email info@swtafe.vic.edu.au.

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. 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. For all other course categories, if you are in receipt of any of the following benefits or pensions (or your dependent children or spouse) 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 student are levied at the minimum tuition fee and general service amount across all Skills Reform categories.

How much will my fees be?

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 | \$250 | \$45 | \$230.40 | As advised By Course Coordinator |
| Skills Creation | Certificate I Certificate II | \$1.37 | \$105 | \$438 | \$45 | \$230.40 | |
| Apprenticeships & Traineeships | Various | \$1.37 | \$57 | \$452 | \$45 | \$230.40 | |
| Skills Building | Certificate III Certificate IV | \$1.41 | \$120 | \$500 | \$45 | \$230.40 | |
| Skills Deepening | Diploma Advanced Diploma | \$2.71 | \$225* | \$750 | \$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.

If you are a continuing student in the same course as you have previously been enrolled in, prior to July 1st 2009, then you will be subject to Fee Maintenance and your fees will be \$1.37/hour irrespective of the course category in which you are enrolling.

Minimum and maximum tuition fees apply across each course category with an overall annual maximum for Tuition of \$1,500 for 2009.

Can I pay my fees by instalments?

You may pay your tuition fee and general service fee, but not your incidental or 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 \$30 per fortnight.

A service fee of \$30 will be charged on all agreements for paying your fees through instalments. This fee will be waived if the balance of your fees is paid within four weeks of the date of your enrolment.

VET FEE-HELP is an Australian Government loan scheme for the Vocational Education and Training (VET) sector. Students studying Diploma and Advanced Diploma courses may be able to apply.

Can I pay my fees through Centrepay?

If you receive a Centrelink benefit you have the option of deducting your tuition, general service and material fees directly from your Centrelink benefit. This method is called Centrepay and does not attract the \$30 service fee. 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 happens if I have not paid my fees by 30th November?

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 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.

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

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 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