

# FEES & CHARGES GUIDE

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- How fees are calculated
- Fee concessions and exemptions
- Refunds
- Fees for Skills Recognition
- Financial assistance options



As one of Victoria's largest and most trusted training providers, Bendigo TAFE has the courses, teachers and facilities to help you reach your study goals.

### **This guide contains information about:**

- Cost of enrolment
- Eligibility for government-subsidised training
- Fees for government-subsidised students
- Fees for government-subsidised students with concessions
- Fees for full fee paying students
- Non-tuition fees for government-subsidised and full fee paying students
- Other possible charges
- How to pay your fees
- Help with paying your fees (including VET FEE-HELP)
- Scholarships
- Further financial assistance options
- Skills Recognition
- Fee refunds

*Note: VET FEE-HELP may change subject to the passage of legislation of the VET Student Loans Bill 2016.*

## Cost of enrolment

How much you pay is determined by whether you are eligible for a government-subsidised place, the course you enrol in, the scheduled hours you commit to undertake and any concession entitlements you might attract.

You are required to pay a tuition contribution, Student Services Fees and may have material fees and consumables for your course. Your enrolment is not valid or complete until all required fees have been paid, invoiced to a third party (if someone else is paying for you), completed a Vet Fee Help application (where relevant) or you commence a part payment plan.

## Tuition fees

Tuition fees are calculated using an hourly rate multiplied by the course hours in any one year. The actual hourly rate varies for each course and is also dependent on whether you are eligible for a government subsidy or concession. Tuition fees are published on the Bendigo TAFE website:

**[bendigotafe.edu.au](http://bendigotafe.edu.au)** against the relevant course.

If you are an Indigenous student the relevant concession tuition fee applies - 20% of the standard fee for a student eligible for government-subsidised training under the Victorian Training Guarantee.

For Commonwealth concession card holders enrolling in a course that is not eligible for VET FEE-HELP (diploma, and advanced diploma), the relevant concession tuition fee applies - 20% of the standard fee for a student eligible for government-subsidised training under the Victorian Training Guarantee. Please note that concession rates do not apply to diploma or advanced diploma courses that are eligible for VET FEE-HELP.

**Concession card tuition fee rates are available for the following cards:**

- Commonwealth Health Care Card (holder and named dependents)
- Pensioner Concession Card (holder and named dependents)
- Veterans' Gold Card (holder)

Concession cards must be current and valid at the time of enrolment and presented prior to commencement of training.

The student tuition fees as published are subject to change given individual circumstances at enrolment.

## Eligibility for government-subsidised training

**Generally, you are eligible for a government-subsidised training place if you are:**

- an Australian citizen; or a holder of a permanent visa; or a New Zealand citizen and are any of the following:
- under 20 years of age
- seeking to enrol in a Foundation Skills List course (and do not hold a Diploma or above qualification or are receiving core skills training in other sectors)
- seeking to enrol in VCE or VCAL- seeking to enrol in an apprenticeship
- 20 years and older and 'upskilling' by seeking to enrol in a course at a higher level than your existing qualification.

If you are enrolled at a school, you will not be able to receive a government-subsidised training place for a course through the Victorian Training Guarantee, unless you are undertaking the course as part of a School-Based Apprenticeship or Traineeship. The Government supports schools in other ways to offer vocational training to their students, so you should discuss all your options with your school.

### **How many courses am I eligible for?**

You are eligible to commence a maximum of two government-subsidised courses at the same qualification level in your lifetime. This restriction applies whether or not you complete the courses. For example, this means if you have already commenced two government-subsidised courses at the certificate III level, you may only commence government-subsidised courses at the certificate IV level (or above).

## **Non-tuition fees for government-subsidised and full fee paying students**

### **Student Services Fee (SSF)**

You are required to pay a compulsory fee that contributes to the cost of providing student support services, such services as counselling, welfare services, learning support, study support and activities and services provided by the Institute's engagement and student wellbeing team.

The fee also supports the assessment of your language, literacy and numeracy skills in support of a pre-training review and the Institute's IT network capability and permits access to enhanced features such as the Flexible Learning Centre, the Library and Learning Centre, Student Results online and MyLearning.

For Diploma and Advanced Diploma students this fee is considered an incidental fee in addition to the Tuition Fee.

## What will I pay annually?

Student Services Fee (Standard): Students enrolling in more than 125 hours of training will pay \$0.40 per student contact hour with a \$200 maximum charge in a calendar year.

Student Services Fee - Discounted: \$60.

This rate applies to the following students:

- Concession card holders
- Apprentices
- Trainees
- Work based students (100% off-campus delivery)
- Full online delivery (100% off-campus)

## Material Fees

You may be required to pay materials fees during the course of your study. Materials fees relate to goods or materials that become your property and are retained by you in the event of withdrawal from the course.

These materials may be made available through the Institute bookshop or other commercial suppliers. You have the right to purchase these goods from whichever source they choose. Refund and exchange policies applicable to these goods are determined by the relevant supplier.

In the case of VET FEE-HELP eligible courses (diplomas, advanced diplomas), printed course material is not an allowable material fee unless it is made available to you to download free of charge and you choose to pay for a printed copy.

## Consumables Fee

Items consumed during the course of study which may be expendable but are only provided/supplied at the point in the training where they are used or needed.

## Other possible charges

Copy of receipt/confirmation of enrolment \$5

Replacement of student ID cards \$15

Replacement certificates (issued after 2000) \$40

Replacement statement of attainment  
(issued after 2000) \$40

Statement of results (issued after 2000) \$10

Archive search (documents issued prior to 2000) \$50

# How to pay your fees

If your fees are to be paid by your employer, job network or any other organisation, an invoice will be raised in lieu of payment. A letter, purchase order or email confirmation from the employer/job network/organisation is required prior to an invoice being raised. You will need to provide this information for your enrolment to be processed.

You can pay your fees through a direct debit payment plan (conditions apply), cash, cheque (made payable to Bendigo Kangan Institute), credit card or EFTPOS at any Customer Service Centre. If paying through the post, send your payment (please do not send cash) to PO Box 170, Bendigo Victoria 3552.

## Help with paying your fees

### VET FEE-HELP

VET FEE-HELP allows you to study now and pay later. It's an interest-free Australian Government loan scheme that helps eligible students pay their tuition fees for diploma and advanced diploma level VET courses at approved VET FEE-HELP providers. Bendigo TAFE is an approved provider.

The VET FEE-HELP loan is repaid gradually through the tax system once your income is above the minimum repayment threshold set by the Australian Taxation Office (ATO), which is \$54,869 for the 2016-17 income year.

You would still have to pay any SSF, IT, materials and other non-tuition fees that are applicable at time of enrolment. A government-imposed fee of 20% applies to VET FEE-HELP applications by full fee paying students.

#### To be eligible for VET FEE-HELP you must be:

- an Australian citizen or a Permanent Humanitarian Visa holder who will be resident in Australia for the duration of the unit;
- a full fee paying student or a subsidised student;
- studying a diploma, advanced diploma, graduate certificate or graduate diploma.

Additional information can be found at **[studyassist.gov.au](http://studyassist.gov.au)**. You may also obtain a copy from our student welfare officer.

*Note: The Government has flagged its intention to replace the VET FEE-HELP Scheme with the VET Student Loan Scheme. At the time of printing, this legislation has not been approved. Please refer to **[bendigotafe.edu.au](http://bendigotafe.edu.au)** for further information.*

## Payment plans

If you are not eligible for VET FEE-HELP, you may qualify to apply for a Bendigo TAFE payment plan. Many people find the payment plan a great way to break the cost of their education up, making it more manageable over the length of the course. If you use a payment plan, you will need to pay a \$250 deposit and can then spread the remaining tuition, student services, materials and consumables fees over time. You can opt to make either weekly or fortnightly instalment payments. There will be a 5.5% administration fee added to the payment plan amount.

## Fee exemptions and other options

If you are experiencing severe financial hardship you are encouraged to explore options for support with the student welfare officer. We can provide assistance to help you with budgeting, money management, financial counselling and referrals to external support agencies. To access any of these services or to make an appointment, please call Student Support Services on **9279 2511**.

## Scholarships

Bendigo TAFE offers a number of scholarships each year which contribute towards course fees and material fees across a range of study areas. You can find out more about scholarships at [kangan.edu.au/scholarships](https://kangan.edu.au/scholarships)

## Further financial assistance options

For further advice about what assistance is available call the student engagement and wellbeing team on **13 TAFE (13 8233)**.

# Skills Recognition

Skills Recognition, or Recognition of Prior Learning (RPL), means that skills, experience and knowledge you already have can be assessed for credit against a qualification. You can only apply for Skills Recognition in whole units of competency or modules – not parts of units or modules.

## **Skills Recognition fees for full fee paying students**

Skills Recognition applicants who are not eligible for government-subsidised training will pay the published fees for units undertaken as part of the Skills Recognition process.

## Fee refunds

### **The following fee refund procedures apply to government-subsidised and full fee paying students (excluding students on a study visa):**

- If Bendigo TAFE cancels your course, you are entitled to a 100% refund.

#### **Short courses:**

- If you provide formal notification of withdrawal five business days or more prior to the scheduled start date of your short course, you are entitled to a refund of your enrolment fees (less an administrative fee of \$40).
- You are not entitled to any refund if you withdraw less than five business days prior to the scheduled start date of your short course.

#### **Non-VET FEE-HELP courses (certificates I, II, III and most certificate IVs):**

- If you provide formal notification of withdrawal within 28 days of course commencement of your non-VET FEE-HELP course, you are entitled to a refund of your tuition fees (less an administrative fee of \$80). You will not be refunded for units where a final result (either pass or fail) has been recorded.
- You are not entitled to any refund if you withdraw later than 28 days after the commencement of your non-VET FEE-HELP course.
- Refunds for non-tuition fees will be assessed on a case by case basis.



### **VET FEE-HELP courses (diplomas and above and certain certificate IVs):**

- If you withdraw from a VET FEE-HELP unit of study on or before the published census date for that unit, you will receive a 100% refund of the tuition fees.
- You are not entitled to any refund of tuition fees if you withdraw after the census date.
- Refunds for non-tuition fees will be assessed on a case by case basis (less an administrative fee of \$80).

Withdrawal and refund application forms are available at the Customer Service Centre or by calling **13 TAFE (13 8233)**. Most refunds will be processed within four weeks of application.

## Where can I obtain further information on fees and charges?

Visit the Customer Service Centre or call **13 TAFE (13 8233)**.

**Contact us:**

**Call 13 TAFE (13 8233)**

**Visit [bendigotafe.edu.au](http://bendigotafe.edu.au)**

*RTO No. 3077. Some or all of this training is delivered  
with Victorian and Commonwealth Government funding.*

