

FEES AND CHARGES*

2011

FOR PROSPECTIVE STUDENTS



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1300 554 248
www.britafe.vic.edu.au

*Subject to change

The rules relating to fees and charges have been set by the State Government and cannot be varied.

Read this information carefully to ensure that you pay the correct fee and that you understand the refund policy of Bendigo TAFE.

STUDENT FEES AND CHARGES

Tuition, Student Services and Amenities Fees are payable in full at the time of enrolment. GST will be charged where applicable and will be detailed on each student's official receipt. Students have a variety of options for payment of their fees and charges, including; cash, cheque, credit card and direct debit.

Each student's enrolment fee may be different depending on their individual circumstances. The enrolment fee is charged per enrolment period and consists of the following components:

- Tuition fee;
- Student Services and Amenities fee;
- Materials fee.

Tuition Fee

Tuition Fees are set by the Victorian State Government and charged by all Victorian TAFEs. Fees are calculated using an hourly rate multiplied by the course hours in any one year. The actual hourly rate varies depending on whether the student is receiving a government subsidy or concession and the category or level of course being studied.

Student Services and Amenities Fees

The Student Services and Amenities Fee is set by Bendigo TAFE and covers the cost of providing a number of student services and amenities at Bendigo TAFE and is calculated at 30 cents per enrolled course hour, per calendar year. The Student Services and Amenities Fee per 12 month period is a minimum of \$30.00 with a maximum is \$192.00 depending upon the enrolled course hours and whether you are eligible for a concession rate.

Materials

Materials Fee covers the cost of providing goods or materials purchased by Bendigo TAFE to be used by students in the course of training. A materials list will be provided detailing what items are required and when they need to be purchased by. Your course coordinator will provide a materials list prior to enrolment. Examples are: trade tools, class materials, safety wear, uniforms, excursions and camps. This fee varies according to the course being undertaken and there are no concession rates available.

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FEE SCHEDULE FROM JANUARY 2011

Government subsidised education and training fees are structured according to course categories. All national and state recognised qualifications fit into one of the four course categories. The tuition fee is calculated using the applicable subsidised hourly rate multiplied by the course hours in any one year. There is a minimum and maximum fee that a student will pay in any one year.

Foundation level courses assist people to develop the skills they need in literacy, numeracy, language, self management and job-readiness. People undertaking these courses may have left school before completing Year 12, and may have missed out on a the base level learning needed for further training.

Skills creation courses, at Certificate I and II level, are for people who wish to undertake basic training in an industry area, either because they need to use the relevant skills immediately in the workplace, or because they wish to prepare for entry to work in that industry.

Skills building courses, at Certificate III and IV level are for people who want to enter a skilled trade or practice an occupation that calls for skills and knowledge beyond the basic level. Qualifications at this level require significant commitment by learners and may provide entry to licensed or otherwise regulated skilled occupations.

Skills deepening courses are at Diploma and Advanced Diploma level. These are for people who are progressing to a higher level within an industry area in which they already have employment or wish to enter employment at the more skilled, specialised or paraprofessional level.

Students enrolled in non-government subsidised education and training fee for service courses are not eligible for fee concessions or exemptions.

GOVERNMENT SUBSIDISED TUITION FEES

Foundation level courses (Foundation level and Pre Accredited courses): Tuition fees for these courses will be up to \$1.08 per hour. The minimum fee will be \$50.00* and the maximum yearly fee (or fee cap) will be \$500.00.

Skills creation level courses (Certificate I and II): Tuition fees will be \$1.51 per hour. The minimum fee will be \$105.00* and the maximum yearly fee (or fee cap) will be \$875.00.

Apprenticeships (Various): Tuition fees will be \$1.40 per hour. The minimum fee will be \$58.00* and a yearly fee cap of \$923.00.

Traineeships (Various): Tuition fees will be \$1.84 per hour. The minimum fee will be \$187.50* and a yearly fee cap of \$1,250.00.

Skills building courses (Certificate III and IV): Tuition fees will be \$1.84 per hour. The minimum fee will be \$187.50* and a yearly fee cap of \$1,250.00.

Skills deepening courses (Diploma and Advanced Diploma): Tuition fee will be \$3.79 per hour. The minimum

fee will be \$375.00 and a yearly fee cap of \$2000.00.

Minimum fee and not a concession fee for Diploma and Advanced Diploma courses.

\$100* concession for eligible students under the age of 25, as at 1 January, 2011.

* Minimum fee for Cert IV and below and Concession fee rate for Diploma and Advanced Diploma apply to Asylum Seekers and Victims of Human Trafficking.

RPL Fees

Students are able to apply for Recognition of Prior Learning if they already have qualifications, or knowledge and skills which can be matched to complete units in their target qualification, Bendigo TAFE can award those units without further study. Fees will be a flat fee of \$250.00 per qualification.

FEE MAINTENANCE TUITION FEES FOR STUDENTS ENROLLED PRIOR TO 1 JULY 2009

Fee maintenance, applies to all students who have enrolled and commenced their training before 1 July 2009 until the end of their training in that course and is calculated at \$1.43 per SCH.

*There are no exemptions or concession rates available for non government subsidised fees.

NON GOVERNMENT SUBSIDISED FEES

If a student is not eligible for a government subsidy, the education and training fees will be based on a fixed fee per course which incorporates both the Tuition and Student Services and Amenities Fee components. There is a minimum fee payable for each course category and delivery mode; however the fees vary from course to course. Enquiries should be made to Bendigo TAFE Information Centre for more detailed course costing if you are not eligible for a government subsidy.

Foundation level courses (Foundation level and Pre Accredited courses): Lowest fee payable per course \$1600

Skills creation level courses (Certificate I and II): Lowest fee payable per course \$1600

Skills building courses (Certificate III and IV): Lowest fee payable per course \$1600

Off Campus (Certificate IV and below): Lowest fee payable per course \$1000

Recognition for Prior Learning (Certificate IV and below): Lowest fee payable per course \$1000

Skills deepening courses (Diploma and Advanced Diploma):

- Standard Delivery: Lowest fee payable \$4500
- Off Campus: Flat fee \$2500
- Fast Track: Flat fee \$2500
- Recognition for Prior Learning: Flat fee \$2500
- Rapid Recognition: Lowest fee payable
- Diploma: Flat Fee \$1000
- Advanced Diploma: Flat fee \$1500

If you are enrolling into a second course in a different

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category in the same calendar year, the fees are calculated independently, and the minimum and maximum specified for the new category apply.

FIXED FEE FOR SERVICE FEE (FFS)

Some of our courses are charged using a fixed Fee for Service enrolment fee which includes all three components of the enrolment fee. Where this is the case it is clearly indicated on the relevant course information.

The fixed Fee for Service course rates vary depending upon the course. There are no government subsidies, exemptions or concession rates available for these courses. Vocational Education and Training in Schools (VETiS), short courses and courses for international students attract a Fee for Service enrolment fee.

CONCESSIONS AND FINANCIAL ASSISTANCE

Eligibility for Government Education and Training Fees

For an individual to be eligible for a government subsidy the following citizenship/residency criteria will apply:

- the applicant is an Australian citizen; or
- a holder of a permanent visa; or
- a holder of a Special Category Visa (sub-class 444); or
- East Timorese asylum seeker; or
- a holder of a Temporary Protection Visa; or
- An Asylum seeker*; OR
- Victims of Human Trafficking*

*Asylum seekers and Victims of Human Trafficking will be referred to RTO's, contracted by Skills Victoria to deliver training, by the ARC via a referral form: *Referral to Government Subsidised Training Form – Asylum Seekers or Referral to Government Subsidised Training Form –Trafficked Persons.*

You must also be one of the following:

- under the age of 20 on 1 January in the year of course commencement; or
- seeking entry to a Foundation Skills course; or
- seeking enrolment in a course accredited at a higher level than the highest qualification already held; or
- an apprentice.

An Apprentice is defined as a person who has entered into a registered training contract seeking to undertake a qualification that is defined as an apprenticeship in a relevant Victorian Approved Training Scheme. An Apprentice does not include a person who:

- has entered into a training contract registered interstate; or
- is undertaking a pre-apprenticeship; or
- is a party to a registered training contract in a qualification defined as a Traineeship in a relevant Victorian Approved Training Scheme.

Students who have completed a VET Certificate as part of a senior secondary qualification will be exempt from the Victorian Training Guarantee up-skilling requirement for individuals aged 20 years and over.

The Victorian Government may make changes to the eligibility criteria.

You must provide documentation to support your claim for any government subsidy. If the relevant information is not provided at the time of enrolment and confirmed during the enrolment process, you will have to pay the non Government Subsidised Education and Training Fee and Amenities Fee.

Concessions

Government subsidised enrolments may also be eligible for a concession rate which means that the Tuition Fee is charged at the lowest rate. Concession rates are only currently applicable to individuals holding the following concession cards or status:

- Commonwealth Health Care Card (HCC)
- Pensioner Concession Card
- Veterans' Gold Card
- If you are a dependent spouse or child of a card holder
- Or, if you are an Indigenous student

* *Concessions only apply to Skills Deepening courses where the individual is deemed eligible for a government subsidised place and is under the age of 25 at 1 January, 2011.*

Concession rates do not apply to students who are getting their tuition fees paid by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.

WHAT OTHER FINANCIAL ASSISTANCE IS AVAILABLE?

Students having difficulty paying enrolment fees can get advice from the Student Counsellor about the options that may be available.

There are a number of circumstances where hardship applications may be made to the Institute for fee exemption, reduction or concession. Applications for special consideration in cases of extreme hardship must be approved by the Chief Executive Officer.

VET FEE-HELP

Vocational Education and Training (VET) FEE-HELP is a loan scheme for VET skills deepening qualifications (Diploma or higher level) similar to that offered for University HELP fees. It allows students to borrow funds for all or part of their tuition fees for both government subsidised and non government subsidised education and training.

You must make an application for VET FEE-HELP. For further information on whether you are eligible for VET FEE-HELP please check our website www.britafe.vic.edu.au to access the VET FEE-HELP Information for Prospective Students Brochure or visit www.deewr.gov.au

Exemptions

There are certain circumstances where a person who is otherwise ineligible for a government subsidy may, at the discretion of the Institute, be granted an exemption to the eligibility criteria.

Exemptions may be granted only after a provider has established that the applicant is unable to access appropriate alternative funding for training and is:

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- A career shifter or others seeking training who are:-
Training is specified areas of critical skills shortages specified by the Victorian Skills Commission as an area of critical skills shortage for exemption purposes;
OR
Significantly disadvantaged in the labour market.

Exemptions will apply to all of the hours in a Diploma and/ or Diploma qualification, up to completion. An exemption provides access to a funded enrolment place, and does not extend to student tuition or other fees, which apply to these enrolments in the same way as to all other enrolments.

Students must also be an Australian Citizen, permanent resident, or hold a Special Category Visa (for New Zealand students). Eligibility exemptions cannot be granted to a person who is ineligible on citizenship/ residency grounds.

The responsibility for granting exemptions rests with the Chief Executive Officer.

REFUNDS

In some circumstances you may be eligible for a refund/ partial refund of fees paid to Bendigo TAFE. All applications for refund must be made in writing to the Manager, Student Administration. The date of enrolment cancellation is the date on which the completed written notice of withdrawal is lodged with Student Administration.

This information does not apply to international students.

Withdrawal from course

If a student who has paid a government or non government subsidised education and training enrolment fee, withdraws, by written notice, from education and training at any time up until four weeks after the scheduled commencement date of classes, Bendigo TAFE will refund the tuition fee paid in respect of that course, less an administrative charge of the minimum fee, and any other fees and charges paid by or on behalf of the student (Student Services and Amenities fee and materials fees).

If a student who has paid a government or non government subsidised education and training enrolment fee, withdraws by written notice from education and training after four weeks of the scheduled commencement date of classes will not be eligible for any refund.

Withdrawal to take a place at another tertiary institution

A student who has paid a government or non government education and training enrolment fee that withdraws from education and training up until four weeks after the scheduled commencement date of classes in order to take a place at another tertiary institution, will be entitled to a full refund of fees paid, upon presentation of a letter of offer from the alternate institution.

Additional information

In addition to the preceding information, the following regulations will apply when applications for enrolment fee

refunds are being processed. No refunds will be provided unless:

- The issued Student ID card is returned, and no Institute charges, loans, library books, or other borrowed resources are outstanding.
- If the student withdraws from only part of their enrolment in government funded training or further education; the Institute need only refund the portion of the tuition contribution and fees for materials or services applicable to that part of the training or further education.
- The Institute may grant refunds in other circumstances or of greater amounts if it sees fit.
- If a student has paid a fee for tuition which is no longer required because of Recognition of Prior Learning, the Institute will refund an amount equal to the difference between:
 - the tuition contribution which has been paid; and
 - the tuition fee payable for the adjusted hours of tuition that are to be undertaken.
- Notwithstanding all of the preceding information enrolments in courses eligible for VET FEE-HELP are subject to VET FEE-HELP requirements.
- No student may enrol in any course of study at the Institute or receive or have conferred any certificate or award of the Board while any charge, loans, library books or other borrowed resources are outstanding. Only the Chief Executive Officer, on receipt of written application from the student, may waive this requirement in considered cases of extreme hardship.

Fee for Service Courses

If a student or corporate client withdraws 14 days or more prior to the commencement of the course, a full refund will be given.

If an enrolment is cancelled more than two working days prior to the commencement of the course, the student will be refunded 50% of the course fee.

A corporate client may substitute one enrolled student for another prior to the commencement of the training without penalty.

If an enrolment is cancelled within two days or after the commencement of the course there will be no refund. If the Institute cancels the course the student will be fully refunded.

All refund requests must be made in person by email, letter, telephone or at the Bendigo City Campus Information Centre. Contact information is available at our website www.britafe.vic.edu.au

Cancellations

In the event of a program being cancelled by the Institute at any time during the period of the student's enrolment, all students enrolled in the program will receive a full refund of the tuition fee, the pro-rata portion of any Student Services and Amenities fees and any fees for materials which have not been used in the program prior to the cancellation date.

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