



# **FEES AND CHARGES POLICY**

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**Central West TAFE - Fees and Charges Policy**

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Appendix 1 Fees and Charges Schedule

Appendix 2 College Resource Fee Matrix

## **Introduction**

This booklet sets out the statutory and provider based fees and charges, which apply to Central West College of TAFE from 1 January 2010, and outlines the procedures governing the administration of these fees and charges. This document should be read in conjunction with the Department of Education and Training Fees and Charges Policy Guidelines for Publicly Funded Registered Training Organisations and Programs in 2010.

Fees and Charges will be collected in accordance with the provisions of the Vocational Education and Training Act 1996 and Vocational Education and Training (General) Regulations 2009 or where appropriate as specified in contractual arrangements with the Department of Training and Employment.

The value of the fees and charges have been outlined in the Fees and Charges schedule at Appendix 1. This schedule also outlines those fees that attract GST. The value contained in the schedule is the GST inclusive price. Fees and Charges in this document will take precedence over any fees contained in other College policies.

### **The Fees and Charges contained in this booklet encompass:**

- ◆ Residential
- ◆ Canteen
- ◆ Assessments
- ◆ Adult & Community Education courses (Stream 1000)
- ◆ Entry and bridging courses (Stream 2000)
- ◆ Course Fees
- ◆ Enrolment Fees (Service Fees)
- ◆ Resource / Consumable Fees (Material Fees)
- ◆ Skills recognition
- ◆ Flexible Learning
- ◆ Library
- ◆ Horticulture
- ◆ Equipment and Room Hire
- ◆ Hairdressing
- ◆ Beauty Therapy
- ◆ Art & Design
- ◆ Tourism
- ◆ Restaurant
- ◆ VET in Schools
- ◆ Vending machines (inc. phones)
- ◆ Auspicing
- ◆ Liveworks
- ◆ Bookshop
- ◆ Interactive Training Network
- ◆ Regional Services
- ◆ Apprentices and Trainees (Stream 3000 and 4000)

If you wish to make amendments to or add additional fees and charges to this policy, a Fees and Charges Amendment form must be completed. Completed forms should be forwarded to the Director Corporate Services for approval. The Director Corporate Services may adjust Fees and Charges as required.

## Definitions

For the purposes of this booklet:

**Accountable Authority** means College Governing Council of a TAFE College

**Accountable Officer** means Managing Director in the case of a TAFE College

**Stream 1000** refers to recreation, leisure and personal enrichment courses.

**Stream 2000** refers to entry to employment or further education courses/qualifications.

**Stream 3000** refers to initial vocational courses/qualifications.

**Stream 4000** refers to courses/qualification subsequent to initial vocational courses/qualifications.

**Application Fee** is defined as the fee that must accompany each application for a full-time TAFE Vocational award course/qualification (streams 3000 and 4000)

**Deposit** The College requires a minimum of \$100 deposit per enrolment unless approved by either Manager Client Services, Manager Training Support Services or Manager Finance, Academic Director Gascoyne.

**Course Fee** is defined as the fee charged for tuition in streams 1000, 3000 and 4000. Students pay one of four fees per unit (Band 1, Band 2, Band 3, or Band 4) based on the number of hours assigned to each unit, as set out in the course outline defined in the State Training and Recognition System (STARS)

**Resource / Consumable Fee** are those resources directly associated with teaching delivery and are materials purchased by the College to be consumed or transformed by students in the course instruction. Any equipment that will be retained by the student as his or her own personal property must be purchased separately by the student.

Examples of a Resource / Consumable Fee include foodstuffs, beverages, photographic supplies, art materials, metals for welding and fabrication, plants, stationery, wood, fabric, paint, bricks and other items of lower value consumed in the delivery of teaching. These costs may not include protective clothing & safety items (ie: safety glasses) or computing consumables (unless charged separately.)

The Resource / Consumable Fee also covers internet charges and other services utilised by the students in the course of instruction, which must be published by the College prior to the commencement of the academic year.

Students may not be charged for leasing, purchase or depreciation of equipment or general infrastructure. Excursions will be charged to students as they arise.

**Registered Training Organisation (RTO)** means a TAFE College or other training Organisation registered with a State recognition authority, with which the Department of Training and Employment has a contract for the delivery of training services.

**External Examinations** are exams conducted by the College for external organisations. For example Universities, professional bodies and other TAFE Colleges.

## Fees and Charges for Standard Enrolment

RTO's must charge students fees where applicable. Fees may only be waived in cases of severe financial hardship. The Managing Director, Director Corporate Services or Manager Finance must approve waivers. An application for Financial Hardship form must be completed prior to the waiver being approved.

### Late fees for full-time TAFE courses/qualifications

A late application fee applies to persons who wish to apply after the specific closing date for a full-time vocational award course/qualification (streams 3000 and 4000). Secondary school students are exempt if they were enrolled full-time during 1999 or 2000.

### Stream 1000 Recreation, leisure and personal enrichment (adult community education courses)

Students enrolling in adult community education courses are charged:

- ◆ Course Fee
- ◆ Resource Fee

The course fee is set by the College and covers the direct and indirect costs (excluding consumables) associated with ACE delivery. A concession of 25% on the course fee is available to some student groups.

The resource fee covers materials purchased by the college to be consumed or transformed by students. Any equipment that will be retained by the student as his or her own personal property must be purchased separately by the student.

### Stream 2000

#### Entry to employment or further education (entry and bridging courses / qualifications)

Students enrolling in entry and bridging courses are exempt from the tuition fee but are still liable for the enrolment fee and the resource fee.

### Stream 3000 and 4000

#### Vocational courses/qualifications (including traineeships and apprenticeships)

Students enrolling in these courses must pay:

- ◆ Course Fees
- ◆ Resource Fees – this will vary from course to course. The fee generally covers the cost incurred by the RTO in purchasing and supplying goods which students require in the course of instruction. Resource fee values are outlined in Appendix 2.
- ◆ Other Fees

### Student Identification Card

These cards are issued in accordance with policy CF-104-P. Charges have been set to recover the cost of issuing these cards.

### Student Identification Name Badge

It is a requirement of some courses that the students wear name badges when on field placement.

### **Fees paid in Advance**

Fees paid in advance are protected through the creation of a Term Deposit. Details of this arrangement are located in the College Investment Register.

## **Residential**

### **Bond**

A refundable fee covering the cost in the event that damage to facilities or loss of equipment occurs, or to offset against outstanding College fees. The bond will be returned at the completion of study.

### **Residential Application Fee**

A non-refundable fee, charged by the College to process applications for the residential.

### **Rent – Short Term**

Weekly charge for accommodation where stay is up to and including 3 weeks., which includes the use of all facilities within the residential grounds including:

- ◆ Use of washing machine.
- ◆ Use of kitchen and BBQ facilities.
- ◆ Use of TV, video, water and power consumption.
- ◆ Use of recreation hall.

### **Rent – Long Term**

Weekly charge for accommodation where stay is greater than 3 weeks., which includes the use of all facilities within the residential grounds including:

- ◆ Use of washing machine.
- ◆ Use of kitchen and BBQ facilities.
- ◆ Use of TV, video, water and power consumption.
- ◆ Use of recreation hall.

### **Bedding / Linen**

For the supply of bedding to students that are unable to supply their own.

### **Meals**

Weekly charge for lunch and dinner, Monday to Friday excluding public holidays and vacation periods.

### **Ancillary Fee - Short Term**

Weekly charge for ancillaries where stay is up to and including 3 weeks, for the supply of consumables, student activities, improvement of student services and minor recreational equipment.

### **Ancillary Fee – Long Term**

Semester charge for ancillaries where stay is greater than 3 weeks, for the supply of consumables, student activities, improvement of student services and minor recreational equipment.

### **Commercial Rent**

As per Rent. This amount is charged to persons other than eligible students.

### **Computer Access**

Optional service provided by the College, covering access to the internet and usage of the Residential computers.

## **Assessments**

Students enrolling for examination or assessment only are not required to pay tuition, enrolment or resource fees but may be required to pay an assessment entry charge.

The following charges are levied pursuant to Section 16(1) of the *Vocational Education and Training Regulations 1996*

- ◆ Late entry to assessments
- ◆ Special deferred assessment
- ◆ Assessment only with no tuition and assessment held in normal assessment period.
- ◆ Assessment only with no tuition and assessment not held in normal assessment period.
- ◆ Re-marking of assessment
- ◆ Report on assessment
- ◆ Replacement of academic record (certificate)
- ◆ Reissue of academic statement
- ◆ Remote assessment supervision

**External Exams**

Fees charged to recover the cost of supervising examinations for universities and other external educational institutions. The charges include an hourly rate for supervision and an administration charge to cover the College operational costs.

## **Flexible Learning**

### **Course Materials**

Course materials will be provided to students who enrol in a flexible learning module. These items can include:

- ◆ Consumable workbooks
- ◆ CD's
- ◆ Disks
- ◆ Paper

The charge for materials will be determined by cost price + mark-up + postage. Note this method of assigning Material fee charges will also apply to Regional Services.

## **Library**

### **Reprographics**

The library provides reprographics services to students and staff including:

- ◆ Photocopying – Colour/Black & White
- ◆ Laminating
- ◆ Document binding
- ◆ Transfer of video recordings to DVD

### **Fines**

The Library will levy charges for outstanding overdue items. The charge is calculated on the cost of the item plus an additional administration fee.

### **Ciba Tek Internet Access**

Internet access is provided to enrolled students only. Students will initially be given 100 megabytes of download. Excessive Internet usage over 100 megabytes of download at any time during the semester will incur an additional fee to reinstate access each time.

## **Hairdressing and Beauty Therapy**

These charges apply to staff, students and the general public who attend the Evolution Hair and Beauty Training Studio. Hairdressing products are also available for sale at recommended retail prices. The price list is attached at Appendix 3.

## **Art and Design**

The following art consumables are available to be purchased from the Art Technician in the Art and Design Department:

- ◆ Clay
- ◆ Acetate Sheets
- ◆ Canvas
- ◆ Fabrics

## **Tourism**

A Galileo certificate will be issue to students who successfully complete the pre-requisites. The charge will be levied by the College to recoup the cost of supplying this certificate plus an administration charge.

## **Livework**

This administration charge applies to livework provided by all academic areas. The fee charged is to be the higher of the set price or 10% of materials. This fee has been calculated to recover the cost of administering livework.

## **Restaurant**

The College currently operates the Zeewijk Restaurant as a training restaurant for the students in Hospitality and Cooking Courses. Prices for the restaurant have been calculated to cover the cost of the products used and the college operational costs of running a restaurant. The Bar prices and Wine lists have been attached at Appendix 4.

## **Horticulture**

The Horticulture Program Area currently sells plants produced during the course of study to Staff and Students at market value.

## **VET in Schools**

Fees and Charges for VET in Schools have been set to recover the cost of supplying services and materials to secondary school students undertaking VET courses at the College.

## **Auspicing**

Fees and Charges for Auspicing have been set to recover the cost of providing consultancy services to secondary schools. Charges have been developed for consultancy, assessment, administration and travel.

## **Room Bookings**

College classrooms and computer rooms are available for booking by external organisations. Prices have been determined for Profit Making Organisations and Non-Profit Organisations. Prices also vary for business hours and after hours. The after hours price includes and callout fee. Bookings can be made in accordance with AF-101-P.

## **Equipment Hire**

College equipment can be hired in accordance with policy AF-101-P. A deposit may be requested for the hire of College equipment. The cost of hiring equipment that is not recorded in the fees and charges schedule will be determined by the Manager Physical Resource or Director Corporate Services.

## **Vending Machines / Phones**

Charges for items from College Vending machines have been calculated to cover the cost price of the items and the operating cost of the machines. Calls from blue phones have been set on advise from Telstra and are in-line with Industry standards.

## **Canteen**

Prices have been calculated to cover the cost of the items plus the operating and fixed costs involved in running the Canteen. The Canteen price list is attached at Appendix 5. The Director Corporate Services approves all canteen prices.

## **Bookshop**

All items sold through the bookshop are sold on a commercial basis. That is cost prices plus a mark-up of at least 20%. The Director Organisational Effectiveness approves all bookshop prices.

## **Interactive Training Network**

The Interactive Training Network is the Commercial training arm of the College. All training delivered by Interactive Training Network has been commercial costed. The Principal Consultant approves all ITN course prices.

## **Amendment Form**

[Fee Amendment Form](#)