



## **Community College-Northern Inland Inc.**

### **Student payment of course fees**

In the majority of cases courses, units of competence and qualifications will have a fee or cost payable by the intending student/s.

In some cases, due to Government funding grants/ allocations or a decision by the College to fully subsidise the course cost, a fee will not be charged for training. (see Course fee concessions policy below)

The College is aware of its contractual responsibilities under Smart and Skilled with regard to the Student Fee and will ensure the S&S fee calculator is used to establish the correct payment required under the S&S contract for each S&S Entitlement, Traineeship and Apprenticeship.

The National VET Regulator (NVR) requires (option 3) 'all registered training organisation can accept a payment of no more than \$1500 from an individual student' prior to the commencement of the course.

With the introduction of Smart and Skilled, the NSW Policy on VET training, on the 1<sup>st</sup> January 2015, it is possible fees for full qualifications may exceed \$1500.

The College requires all students to pay a minimum deposit of \$500 in advance to secure a place and demonstrate their commitment to the training. Immediately following course commencement, the College will require payment of the difference between the S&S/advertised student fee and the fee paid in advance up to a maximum of \$1500/instalment from an individual.

The College does acknowledge payments of substantial amounts of money for course fees can cause difficulties and has an Ezidebit system in place to allow students to pay the course fee and any additional resources and consumable costs by instalments. The forms and information about this service is available at each College location. All students requiring payment instalment terms will have to use the Ezidebit system.

Should the College not proceed with the training the student will be notified and the full deposit will be refunded promptly.

Should the student cancel the College retains the right to refund only that amount which hasn't already be committed to purchase of resources for the training.

In addition the College may add an amount to the Student Fee to cover the cost of learning materials, resources and consumables. These additional costs will vary across the different



training packages and qualification levels. All student fees and additional costs will be clearly explained in the marketing information.

Should a student/trainee/apprentice not complete the training and assessment for the qualification in which they have enrolled, within a reasonable timeframe agreed at the commencement of training, the College reserves the right to levy further fees to cover the additional costs of the trainer/assessor, resources, learning materials and/or consumables. This additional fee must be paid prior to the qualification being issued.

Attendance and completion is the responsibility of each student and no refunds will be paid after commencement. This extends to situations where the Ezidebit payment system has been established and/or a third party has paid the Student Fees on behalf of the student.

It is College policy that all course fees must be fully paid before completion of the training and issuance of the qualification/statement of attainment.

Students will be entitled to 3 attempts to complete a unit of competency without additional cost. Any further attempts will incur a charge which will be at the discretion of the College.

Fees may be adjusted to reflect any RPL or CT.

If a student does not complete a qualification at a certain level but has completed all the requirements of a qualification at a lower level with lower level fees Community College-Northern Inland Inc will refund the course fee difference.

### **Course fee concessions**

Community College-Northern Inland Inc will not offer additional fee concessions for College courses where the student is enrolled under the Smart and Skilled Program for Entitlements, Foundation Skills, Targeted Training and Community Service Obligation funding. The NSW State Training Services, Smart and Skilled Fee Policy will be followed.

In some circumstances course fees may be reduced or waived when specific, targeted funding has been received or a budget allocation to support the costs from College funds has been approved.

This policy will link with the Equity and Access Policy and will not diminish the Association's attempts to seek funding for specific programs which are targeted to meet the needs of equity groups within the community and not covered under Smart and Skilled.

Ref Course fee refund Policy  
Credit Transfer and Recognition Policy  
Consumer Protection Policy