

1 Purpose

This policy provides a framework for consistent, equitable and transparent approach in the charging of tuition and other fees associated with the provision of accredited and non-accredited training.

2 Scope

This policy applies to fees and charges of all government subsidised and non-subsidised accredited and non-accredited training provided by Sunraysia Institute of TAFE in accordance with government direction in line with the Cost Recovery Guidelines – Department of Treasury and Finance and SuniTAFE policy.

3 Policy

3.1 SuniTAFE has the right to establish and collect fees from students and sponsors/third parties of students.

3.2 Fees and charges will be reviewed annually or as required in response to changes in government subsidy rates or policy.

3.2.1 SuniTAFE will adhere to the requirements set out in the current Guidelines about Fees as issued by the Department of Education and Training and in line with the Cost Recovery Guidelines – Department of Treasury and Finance when determining government subsidised training fees.

3.2.2 All Institute activity will be fully costed to take into consideration when determining fees:

- a) Direct costs
- b) Indirect costs
- c) Competitive pricing
- d) Profit margin
- e) Financial risk

3.2.3 The Fees and Charges Working Party are responsible for recommending to the Executive Leadership Team the hourly subsidised tuition fee rate to be charged at course level for tabling with the Institute Board. The Fees and Charges Working Party are also responsible for recommending to the Institute Board the hourly non-subsidised accredited tuition fee rate.

3.2.4 The Institute Board is responsible for the approval of the standard tuition fee schedule.

3.2.5 Changes to fee structure for non-subsidised accredited training must be approved by the General Manager, Corporate Services.

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- 3.2.6** Education Delivery Managers are responsible for setting the material fee cost per unit ensuring material fees are consistent for the same unit across the Institute.
- 3.2.7** Short Course program fees are set by the relevant Education Delivery Manager and approved by the General Manager, Corporate Services prior to marketing.
- 3.3** All Fees and Charges will be published to the SuniTAFE website.
- 3.4** SuniTAFE is committed to applying the competitive neutrality reform program as required under the Competition Principles Agreement (CPA) to ensure it does not benefit from any net competitive advantages simply by being publicly owned.
- 3.5** SuniTAFE offers payment by instalment plans to eligible students to assist with the payment of course fees.
- 3.6** In exceptional circumstances, students and student groups can apply to have their fees varied if they experience extreme disadvantage and adversity.
- 3.6.1** Variations and exemptions will only be granted where it can be shown that severe financial or other difficulties would arise for students to pay the full amount.
- 3.6.2** Variations in fees may only be made with the approval of the Senior Manager, Education Delivery.
- 3.7** SuniTAFE will apply a fair, clear and consistent process for all current and prospective students to determine eligibility for a government subsidised place in line with the Skills First Program contract.
- 3.7.1** Fee Concessions and Tuition Waivers will be applied to eligible student's tuition fees as outlined under the Skills First Program contract.
- 3.8** VET Student Loans will be offered to students in accordance with the VET Student Loans Act 2016, VET Student Loans (charges) Act 2016 and the VET Student Loans Rules 2016.
- 3.9 Cost Recovery**
- 3.9.1** As detailed in the Cost Recovery Guidelines, education is considered merit goods and the Institute acknowledges that the objectives of income redistribution and social insurance are more important than full cost recovery. For this reason, full cost recovery is not an appropriate method of cost recovery for SuniTAFE.
- 3.9.2** Management must include recovery of the associated indirect costs when determining fees and charges.

4 Definitions

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Endorsed by: Governance Committee Maintained by: General Manager, Corporate Services

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| Acronym/Term | Definition |
|---------------------------------------|--|
| Accredited training | Training which leads to a nationally recognised formal qualification |
| CFO | Chief Financial Officer |
| Cost Recovery | The recuperation of the costs of government-provided or funded products or services that, at least in part, provide private benefits to individuals, entities or groups, or reflect the costs their actions impose. |
| Cost Recovery Guidelines | To clarify Government's policy principals underpinning cost recovery arrangements, and provide a rigorous framework for use by Government departments |
| Direct Costs | Costs that can be readily and unequivocally attributed to the delivery of a course or relevant to a specific business area (e.g. teaching costs, materials and consumables). |
| EDM | Education Delivery Manager |
| Executive Leadership Team | Includes the Chief Executive Officer, General Manager Education, General Manager Operations, General Manager Corporate Services and/or Chief Financial Officer |
| Fees and Charges Working Party | The Fees and Charges Working Party consists of the Chief Executive Officer, General Manager Corporate Services and/or Chief Financial Officer, Senior Managers Education Delivery and Manager Finance. |
| Indirect Costs | Costs that are not directly attributable to an activity – often referred to as overheads (e.g., corporate services, administration support costs). |
| Institute | Sunraysia Institute of TAFE, SuniTAFE |
| Material Fees | A fee to cover the cost of materials or resources that are provided to the student, or to cover incidentals incurred in delivering the training. |
| Merit goods | As defined in the Cost Recovery Guidelines, merit goods are goods and services that society considers to be under-consumed if left to voluntary decisions by individuals – i.e. the community as a whole desire a higher use of the output that would be likely if charged for at full cost. |
| Non-accredited training | Lifestyle courses which do not lead to a recognised qualification |
| Standard Tuition Fee Schedule | Published Schedule of Tuition Fees for subsidised and non-subsidised fees charged to students for enrolment into accredited programs. |
| Tuition Fees | An amount charged for the delivery of training in a specific unit, program, course or short course. This is either charged at an hourly rate, a cost per unit or cost per course. |
| VET Funding Contract | TAFE VET Funding Contract between the Victorian Department of Education and Training and Sunraysia Institute of TAFE |

5 Legislative Context

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- Competition Principles Agreement (CPA)
- Cost Recovery Guidelines – Department of Treasury and Finance
- Direction 3.8 of the Standing Directions for the Minister for Finance
- Education and Training Reform Act 2006
- Higher Education Support Act 2003
- Privacy and Data Protection Act 2014 (Vic)
- TAFE VET Funding Contract - Skills First Program

6 Associated documents

6.1.1 Associated Policies

- Enrolment Policy
- Fee Protection Policy
- Refund of Course Fees Policy

6.1.2 Associated Procedures

- Enrolment Procedure
- Fees, Charges and Payments Procedure
- Risk Management Framework
- Student Withdrawal and Refund of Course Fees Procedure
- Variation of Student Fees Procedure

6.1.3 Associated Forms

- Application to Vary Fees – Domestic Student
- Payment by Instalment Form

6.1.4 Other associated documents

- Guidelines about Fees - Skills First Program

7 Responsibility

The Chief Financial Officer is responsible for ensuring compliance with this policy, and its associated procedures and systems.

8 Review Frequency

This policy is to be reviewed annually, and remains in force as amended from time to time, until rescinded.

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