



Domestic Fees, Charges and Refunds Policy and Procedure

AUSTRALIAN INSTITUTE OF WORKPLACE TRAINING

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Introduction

Fees, charges and refunds within the Australian Vocational Education and Training (VET) sector are tightly and carefully regulated to ensure that students and other consumers are protected. This policy ensures consistency, fairness and transparency for domestic students enrolled into an AIWT course of study. It also guides staff in all operational areas to give sound advice to students of their rights and obligations.

Purpose

The purpose of this policy and procedure is to clearly outline:

- fees and charges are accurately published
- how course fees are charged
- how payments are processed
- what they cover
- how fees paid in advance are protected
- the conditions under which a refund may apply
- how to apply for a refund

Alignment to Standards for RTOs 2015 Clause (www.asqa.gov.au/standards/chapter-2/clause)

- 5.3 Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:
 - a) all relevant fee information including:
 - i) fees that must be paid to the RTO
 - ii) payment terms and conditions including deposits and refunds.
 - b) the learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies
 - c) the learner's right to obtain a refund for services not provided by the RTO in the event the:
 - i) arrangement is terminated early
 - ii) the RTO fails to provide the agreed services
- 7.3 Protecting pre-paid fees by students: Where the RTO requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1500 (being the threshold prepaid fee amount), the RTO must meet the requirements set out in the requirements for fee protection in schedule 6.

Jobs and Skills WA VET FEES AND CHARGES POLICY

(www.dtwd.wa.gov.au/sites/default/files/uploads/dtwd-vet-fees-charges-policy-v2018.pdf)

Policy Statement

1. Fees and Charges

Marketing and Admission

- 1.1 AIWT publishes accurate information about fees, charges and refunds in relevant information sources such as the AIWT website, student e-prospectus, student agreement and/or Letter of Offer to ensure that students have access to sufficient information enabling them to make an informed decision in regard to their financial commitment to undertake a course/s with AIWT.
- 1.2 AIWT publishes future fees and charges changes 3 months prior in relevant information sources.
- 1.3 AIWT will not accept pre-paid fees in excess of \$1500.00 as per the Standards for RTO's 2015 Clause 7.3. This does not apply to commercial arrangements with an employer wanting to purchase training for their staff.
- 1.4 Tuition and administration fees are non-transferable to other students or other institutions.
- 1.5 AIWT holds all pre-paid student fees received from future students in a secure bank account. Student fees are drawn upon once the student has commenced their studies.

- 1.6 AIWT securely stores a copy of the Letters of Offer including the written agreement outlining the student fees and charges and the Student Course Acceptance Agreement in the Student Management System.

Government Funded Training

- 1.7 Students applying for a government funded training place must meet the eligibility criteria set by DTWD.
- 1.8 Tuition fees for government-funded programs by Jobs and Skills WA are set each year in accordance with the current VET Fees and Charges Policy published by the Department of Training and Workforce Development. Tuition fees are based on a set rate per nominal hour in a student's course and are stated in promotional material and outlined in a preliminary invoice attached to the Letter of Offer.
- 1.9 Concession fees apply to students who can demonstrate eligibility for
- a.) Persons and dependants of persons holding:
 - A Pensioner Concession Card
 - A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs
 - A Health Care Card
 - b.) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY
 - c.) Persons and dependants of persons in receipt of the Youth Allowance
 - d.) Persons and dependants of persons who are inmates of a custodial institution.
 - e.) Secondary school-aged persons not enrolled at school
 - f.) Secondary school students are exempt from course and resource fees if they:
 - are enrolled at school, as defined in the School Education Act 1999; and
 - are undertaking a VET course

Invoicing and Payment

- 1.10 AIWT accounts issues regular invoices prior to the course start/study period, listing itemised components of course related fees & charges (GST Free). If applicable, additional goods and services purchased, will be invoiced separately e.g. additional mentoring or coaching or equipment which is optional, but a student may wish to access.
- 1.11 Fees must be paid as per the payment schedule outlined in the Letter of Offer. AIWT prefers to receive payment by electronic bank transfer, EFTPOS or Credit Card (surcharge applies). Students must ensure that they add their Student ID and Full Name when transferring money into the nominated AIWT bank account.
- 1.12 AIWT issues a receipt for every payment made to AIWT. It is highly recommended that students keep their payment records in a secure place to have proof of payment.

Issuing of Qualifications

- 1.13 AIWT will issue qualifications and record of results only if all fees relating to this qualification are paid in full.

Late Fees and Non-Payment of Fees

- 1.14 AIWT will issue one warning letter for overdue fees within 7 days via email.
- 1.15 AIWT will issue a NOITC if overdue fees are not paid within 7 days after the warning letter has been sent. Students have 20 days to either pay the outstanding amount or come to an arrangement with the AIWT accounts team.
- 1.16 Non-Payment of Fees can result in the following actions by AIWT:
- Issue a suspension of study;
 - Remove access to AIWT's resources, computer systems or online course;
 - Withhold academic transcripts and/or qualifications;
 - Cancel the enrolment;
 - Report the breach of a Training Contract for government funded courses resulting in the cancellation of the funded training place;
- 1.18 Long standing debts will be referred to a debt collection agency where fees are more than 35 days past due and where no alternative arrangements have been made

Policy Access

AIWT students are made aware of the Fees, Charges and Refunds Policy before a student accepts the enrolment through the Letter of Offer. The policy is easily accessible through the AIWT website and MOODLE.

Fees and Charges

All Fees and Charges are listed and explained in APPENDIX B

2. Refunds of Prepaid Fees

- 2.1 This policy applies to all intending, commencing and continuing students who have paid fees in advance.
- 2.2 As soon as a student accepts a place offered by AIWT and pays the associated fees, a binding contract is created between the student and AIWT which is outlined in the Letter of Offer and the attached terms and conditions of enrolment.
- 2.3 Students who apply for a refund under this policy are afforded the principles of natural justice, including the ability to lodge a complaint or appeal against any decision relevant to an application for a refund request.
- 2.4 This policy and the availability of complaints and appeals processes do not remove the right of any student to take action under Australia's consumer protection laws.

Student withdraws enrolment prior to course start (Student Default)

- 2.5 Withdrawals must be in writing using the Deferment, Suspension and Cancellation Form available from Student Services and/or on Moodle. The form must be emailed to studentservices@aiwt.edu.au.
- 2.6 Where a student cancels in accordance with the meaning given in this policy, the cancellation and refunds of fees table in APPENDIX A applies.
- 2.7 If a student withdraws due to compassionate or compelling reasons, AIWT encourages the student to provide sufficient evidence in their application (attach relevant evidence e.g. police report, medical certificate).
- 2.8 Students who have not prepaid fees when entering an AIWT course or continuing their study during a course and are not financial at the time of cancellation need to consider the following:
 - A cancellation fee applies as listed in APPENDIX A
 - Outstanding or overdue fees must be paid prior to cancelling the enrolment.
 - AIWT reserves the right to engage a debt collection agency to collect outstanding fees.

AIWT is unable to deliver a course (Provider Default)

Full Refunds

- 2.9 In the unlikely event that AIWT is unable to deliver a course and either cancels the course or reschedules the course to a time unsuitable to the student, a full refund will apply.
- 2.10 If AIWT is unable to offer a student a place due to the maximum capacity of places being reached, a full refund applies.
- 2.11 In the unlikely event that AIWT ceases to operate, all unspent pre-paid tuition fees to date will be refunded to the student within fourteen (14) days of the default day including other associated fees. AIWT will:
 - offer you an alternative place at AIWT expense, that is accepted by you in writing; or
 - refund any prepaid fees or the unused portion.

Jobs Skills WA Funded Training

- 2.12 AIWT lists census/withdrawal dates for each unit of competency on invoices sent to the student at enrolment. The VET Fees and Charges policy applies:
www.dtwd.wa.gov.au/sites/default/files/uploads/dtwd-vet-fees-charges-policy-v2018.pdf.

3. Procedure

How to apply for a Refund?

All students seeking a refund for any purpose must complete the "Application for Refund Form" including any supporting evidence as required and email to futurestudents@aiwt.edu.au if the course has not yet commenced and to studentservices@aiwt.edu.au if the course has commenced.

If the applicant is under the age of 18 years, the guardian must sign the refund form.

A processing time of up to 28 days applies, however students are generally informed in writing within 7 days by accounts if the refund application has been declined.

Circumstances which do not qualify for a Refund:

- The student has no pre-paid fees against their current enrolment;
- If the student has loaned equipment and/or resources from AIWT which has not been returned;

Payment of Refunds:

Refunds will be provided into the student's nominated bank account in their own name unless:

- The student is under the age of 18 years, in which case, the refund will be provided to the parent or legal guardian responsible for the student.
- In the event that the student is deceased or incapable of nominating a bank account, the refund will be provided to the parent or legal guardian as nominated on the student's emergency contact details form.
- Under no circumstances will a student's refund be paid to a third party without the student's written consent.

Written Confirmation or Decline of Refunds Application

Refund Approved

In all cases where a refund is approved and processed, the student will receive a written statement that details how the refund was calculated and where it was paid into.

Refund Declined

In all cases where a student applies for a refund which is declined, a written statement will be provided to the student outlining the reasons for the decision by AIWT to reject the application for a refund.

Refund Payments made in Error

The student agrees to repay AIWT (on demand) for any payments credited to the student in error. AIWT reserves the right to offset the amount of any over payment made in error against any liability (including any future debt) owing to AIWT by the student.

Processing Time

All refunds, except those for provider default, will be processed within twenty-eight (28) days of the written application being received by accounts.

Right to Appeal a Decision

Students have the right to access the AIWT complaints and appeals process should they disagree following the "Complaints and Appeal Policy".

APPENDIX A

Cancellation/Refund of Fees

Student Default:

A cancellation fee applies. The refund is calculated on fees paid in advance minus the cancellation fee applicable.

	Fee for Service Course Delivery Mode: F2F or Self-Paced	Fee for Service course Delivery Mode: Fast-Paced	Short Courses	DTWD Funded Program
4 weeks or more prior to course commencement	Cancellation fee is 5% of total fees or \$ 500.00 whatever is lesser	5% of the total fees or \$ 500.00 whatever is lesser	No Refund	Full Refund
4 weeks or less prior to course commencement	Cancellation fee is 20% of total fees	Cancellation fee is 20% of total fees	No Refund	Full Refund
On or after course commencement	No Refund on units commenced for the applicable study period	No Refund	No Refund	No Refund after the withdrawal/ census date

Provider Default:

AIWT is unable to offer the course: Full refund on all prepaid fees.

APPENDIX B:

Type of Fees

Tuition Fee(s)	This fee is for the actual course and is stated in the Letter of Offer. If taking multiple courses, the tuition fee is detailed per course including the payment due dates for each study period. <i>DTWD funded tuition fees: The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resources fee.</i>
Resource Fee	The resource fee is to cover additional learning resources including e-books, industry placements, excursions, WIFI, LMS (MOODLE) etc. It is a one off fee per course and is non-refundable after the course has started.
Withdrawal Fee	The withdrawal fee covers the administration cost of a cancellation

Other Fees and Charges

	Fee for Service	Jobs & Skills WA – DTWD funded training (Traineeship/ PIT funded students)
Credit Transfer	No charge. Units approved for credit transfer may receive a credit in tuition fees pro-rated based on nominal hours or \$100, whichever is lower.	No charge. Units approved for credit transfer may receive a credit in tuition fees pro-rated based on nominal hours or \$100, whichever is lower.
Enrolment Variation Fee	\$150 per variation	\$150 per variation
Recognition of Prior Learning (RPL): Application Fee and Assessment Fee	\$ 200.00 and Depending on qualification	\$ 200.00 and Depending on qualification
Re-assessment Fee	\$ 50.00 per assessment	\$ 25.00 per unit
Reprint of Statement of Attainment	\$ 50.00	Re-issue of academic statement i) Results on computer network \$20.00. ii) Results from archive \$30.00
Reprint of Testamur	\$ 50.00	Replacement of award/qualification/academic record \$50.00
Photocopying & Printing:	\$ 0.20 Black and white \$ 0.40 Colour	\$ 0.20 Black and white \$ 0.40 Colour
Reissue of Student Card	\$ 20.00	\$ 20.00
Late Payment Fees	\$ 100.00	\$ 25.00
Cancellation Fees	See Appendix A	See Appendix B
Credit Card Fees	Mastercard Credit – 0.5% Visa Credit – 0.9% Mastercard Debit – 0.6% Visa Debit – 0.5%	Mastercard Credit – 0.5% Visa Credit – 0.9% Mastercard Debit – 0.6% Visa Debit – 0.5%
Bank Fees	At cost	N/A
Payment by Instalment	Direct Debit \$ 100.00 Set up fee	See DTWD Vet Fee and Charges policy 6.6.2
Declined Direct Debit	\$20 per decline	\$20 per decline
Adjustment of Direct Debit	\$50 per adjustment	\$50 per adjustment
Debt Collection	10% of the total amount outstanding	10% of the total amount outstanding

Version Control

Policy Owner	CEO, Accounts
Policy Number	0801
Approved by	Executive Management
Version History	
Version 001	Original creation
Version 002	Update reflects improved AIWT processes under new management Improved lay out Applied plain use of language and logical flow of events
Version 002.1	Improved paragraphs 1.14 adding that a one (1) warning letter will be sent if fees are overdue more than 7 days 1.15 A NOITC will be send if overdue fees are not paid within 7 days after the warning letter has been sent (adjusted from 14 days to fit the process). 1.18 Overdue fees greater than 35 days will be handed to a debt collection agency (adjusted from 40 days)
Version 002.4	Added the below. <ul style="list-style-type: none"> - Declined Direct Debit, \$20 per decline - Direct Debit Adjustment, \$50 per adjustment - Enrolment Variation Fee: \$150 per variation
Version 002.5	Updated Re-assessment fee for DTWD funded students. <ul style="list-style-type: none"> - \$25 per UNIT