

1.0 FEES FOR SERVICE COURSES

1.1 Payment of Fees

All students will submit (and have received acknowledgement of) a completed enrolment form together with payment of the full course fees before attending their first session of a course.

Fees can be paid by cash, EFT, credit card (VISA or Mastercard) or cheque.

1.2 Refund of Fees

MSAC Institute of Training will grant an appropriate refund of fees when a student amends their enrolment or enrolment status, taking into account:

- applications for refunds will only be accepted if a written request is received at least 5 working days prior to the date of course commencement
- a full refund is given only if the course is cancelled by the MSAC Institute of Training
- refunds or requests for transfer to another course will apply once a course has commenced; and
- all cancellations, withdrawals and/or refunds will incur an administration fee of \$50.00.

2.0 GOVERNMENT FUNDED COURSES

2.1 Tuition Fees

Tuition Fees are a mandatory fee applied to students who undertake training and further education funded by the Victorian Government.

The Victorian Government is bringing in major changes to the training system, starting from 1 July 2009. This includes a new set of tuition fees for students undertaking training and further education with a government subsidy.

The tuition fee is based on a contribution for every hour of tuition (or teaching and learning) in the course. This is set at a standard rate. The rate is adjusted each year, in line with changes in the cost of living.

A minimum tuition contribution may apply for eligible Concession and each year there is a maximum tuition contribution for the 12-month period from when study commences.

If a course lasts more than one year, a new tuition contribution is payable at the start of the new 12-month period.

2.2 Eligible Concessions

Concessions are available to people in the following groups:

- Commonwealth Health Care Card holders, and their dependant children and dependant partners
- Pensioner Concession Card holders, and their dependant children and dependant partners
- Veteran’s Gold Card holders (but not their dependants)

To receive a concession, the person enrolling must either have the card or be able to show that they are a dependant of a card-holder. Under an Indigenous Completions Initiative, the concession contribution is also available to Indigenous trainees.

Concessions are not available for tuition fees payable for enrolments in courses at the Skills Deepening level.

2.3 Tuition Fee Schedules

2.3.1 1 January – 30 June 2009

All providers of government-funded training and further education levy tuition fees for government funded enrolments at the hourly rate of \$1.37, with a minimum and concession fee of \$55 and a maximum of \$877.

From 1 July 2009, students currently enrolled will continue to pay fees according to this existing hourly rate, minimum, and maximum, subject to indexation, until either the sunset date (31/12/2012) for Fee Maintenance is reached, or the student completes the course or otherwise ends their enrolment.

From 1 January 2010 a student may “opt out” of Fee Maintenance and pay the applicable Skills Reform fees. Once a student has “opted out” of Fee Maintenance for a course, they shall not be able to return to the Fee Maintenance arrangements for that course.

2.3.2 1 July – 31 December 2009 Tuition Fee Structure

*student contact hour

Tuition Fee Structure	Award	Fee per SCH*	Min / Concession Fee	Max Fee
Foundation	Foundation Level and Pre-Accredited Courses	Up to \$1.08	\$50	\$500
Skills Creation	Certificate I and II	Up to \$1.37	\$105	\$875
Apprenticeships and Traineeships	Various	Up to \$1.37	\$57	\$903
Skills Building	Certificate III and IV	Up to \$1.41	\$120	\$1,000
Skills Deepening	Diploma and Advanced Diploma	Up to \$2.71	\$225	\$1,500

2.3.3 1 January – 31 December 2010 Tuition Fee Structure

*student contact hour

Tuition Fee Structure	Award	Fee per SCH*	Min / Concession Fee	Max Fee
Foundation	Foundation Level and Pre-Accredited Courses	Up to \$1.08	\$50	\$500
Skills Creation	Certificate I and II	Up to \$1.40	\$105	\$875
Apprenticeships and Traineeships	Various	Up to \$1.37	\$57	\$903
Skills Building	Certificate III and IV	Up to \$1.62	\$120	\$1,000
Skills Deepening	Diploma and Advanced Diploma	Up to \$3.25	\$225	\$2,000

2.4 Student Services and Amenities Fees

This is a compulsory fee that can be set by training providers. It covers things like access to a library, cafeteria, counseling and student welfare services.

The MSAC Institute of Training does not charge students for services and amenities fees.

2.5 Materials and Other Costs

Training Providers may charge for materials or other items. This covers materials that are kept as personal property, such as equipment or printed notes and may also cover excursions or field trips.

The MSAC Institute of Training does not charge students fees for materials and other costs.

2.6 Refund of Tuition Fees

2.6.1 Student Withdrawal

If a student leaves a course within four weeks of the official commencement date, they may be entitled to a full or partial refund of the fees paid. To receive a refund the student must notify the MSAC Institute of Training in writing of the withdrawal within four weeks of the official commencement date of the course. A Withdrawal Form can be obtained by contacting the MSAC Institute of Training on (03) 9926 1300 or msacinstitute@ssct.com.au.

If a student is leaving to take up a place in another education institution, they may be entitled to a full refund of the fees paid. This is discussed with students at the time of withdrawal.

2.6.2 Course Cancellation

If the MSAC Institute of Training cancels a course, students are entitled to a full refund of the tuition contribution.

2.6.3 RPL

If a student enrolls in a course but then applies successfully for recognition of prior learning (RPL), the student may be entitled to some refund of the tuition contribution, depending on how many hours are in the course, and what has already been paid. If a student unsuccessfully applies for RPL they are not entitled to any refund of fees paid for the service.

More Information on Fees for Government Funded Training Programs in Victoria:

- *Securing Jobs for Your Future, Skills for Victoria - Students*, is a fact sheet which outlines the changes to the VET system and how it will affect students studying at TAFE and private registered training organisations. The fact sheet also contains more information on the Fees applicable from 1 July 2009.
http://www.skills.vic.gov.au/data/assets/pdf_file/0003/15987/Skills-factsheet_Students.pdf
- More information on the fees and charges applicable to Victorian Government funded courses is at http://www.skills.vic.gov.au/tafe_students/fees/government-funded_courses
- The Ministerial Directions for Fees can be viewed at http://www.skills.vic.gov.au/data/assets/pdf_file/0016/43450/Ministerial-Directions-about-Fees-2009.pdf