

HESG Concession Fees & Waivers Policy and Procedure



1. Objective

The objective of this policy is to establish criteria for providing concession and fee waivers to eligible students enrolling under Skills First Victorian State government-funding initiative. RGIT must allow concession on the standard fee and fee waiver to all eligible students in accordance with the 2017 Guidelines about fees. This policy provides guidelines about eligibility criteria for fee concession and fee waivers/exemption.

2. Scope

This policy and procedure applies to all enrolments in Victorian government subsidized training.

3. Responsibility

The Domestic Student Services Manager and Marketing Manager will be responsible for the implementation of this policy and to ensure that staff and students are aware of its application and procedures.

4. Definitions

Eligible Individual means an individual who is eligible for government subsidised training in accordance with the eligibility requirements set out in this VET Funding Contract and related guidelines.

Evidence of Concession/Waiver/Exemption means evidence of an Eligible Individual's entitlement to concession tuition fees, or to a waiver of or exemption from tuition fees for government subsidised training, in accordance with the related *Guidelines about Fees*.

VET Funding Contract means this VET Funding Contract and includes all schedules, annexures, attachments, plans and specifications and exhibits to it.

2017 Guidelines about the fees means the most recent guidelines of that name issued by the Department from time to time.

Statement of Fees means an itemised list of all fees and materials required for a calendar year for each Eligible Individual.

Job Seeker Referral Form: For individual job seekers with a standard Job Seeker Referral Form, RGIT will retain a copy of the original Form and return the original to the individual. On enrolment, a copy of this form will be returned by RGIT to the Job Seeker's referring agency. With prior agreement of the referring agency, RGIT will invoice the referring agency directly for the portion of the tuition fee not covered by the referred Job Seeker.

5. Policy

5.1 Tuition fee waivers/exemptions

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5.1.1. RGIT must allow tuition fee waivers/exemptions in accordance with the Section 2 of 2017 Guidelines about the fees.

5.1.2. Prior to the commencement of training, RGIT must sight and retain copies of all documentation demonstrating an individual's eligibility for the tuition fee waiver/exemption granted by RGIT for audit or review purposes and to meet the record keeping requirements set out in Section 6 of 2017 Guidelines about the fees.

5.1.3. RGIT must report to the Department all tuition fee waivers/exemptions granted by RGIT in accordance with the Victorian VET Student Statistical Collection Guidelines as issued by the Department from time to time.

Judy Lazarus Transition Centre

5.1.4. RGIT must not charge a tuition fee for enrolment by an individual who is from the Judy Lazarus Transition Centre (as a prisoner within the meaning of the Corrections Act 1986).

5.1.5. RGIT must retain a copy of written confirmation from the management of the Judy Lazarus Transition Centre that the individual meets the requirements of clause

Young people on community based orders

5.1.6. RGIT must not charge a tuition fee for enrolment by an individual who is required to undertake the course pursuant to a community based order made under the Children, Youth and Families Act 2005.

5.1.7. RGIT must retain a copy of written confirmation from the relevant Youth Justice Unit of the Victorian Department of Human Services that the individual meets the requirements of clause

5.2. Concession fees

5.2.1. RGIT must allow concessions on standard fees in accordance with this Section 3 of 2017 Guidelines about the fees.

5.2.2. The concession fee must be 20 per cent of RGIT's published standard tuition fee, being the fee that RGIT would have charged a non-concession government subsidised student in the same course at that time.

5.2.3. If an individual who was previously eligible for a concession under this Section 3 becomes ineligible for the concession before the completion of the hours for which they have paid tuition fees, this does not affect the tuition fees payable for the enrolment.

5.2.4. Prior to the commencement of training, RGIT must sight and retain (electronically or in hard copy) copies of all documentation demonstrating an individual's eligibility for the fee concession granted by RGIT for audit or review purposes and to meet the record keeping requirements set out in Section 6 of these Guidelines. Where a concession card is presented to RGIT via a Digital Wallet through a Centrelink Express Plus mobile application, RGIT must sight and authenticate the card by viewing the card directly through the Centrelink Express Plus mobile application on the cardholder's mobile device. These cards may not be sighted via a screen shot of the card that is e-mailed or otherwise produced.

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5.2.5. RGIT must report to the Department all fee concessions granted by RGIT in accordance with the Victorian VET Student Statistical Collection Guidelines as issued by the Department from time to time.

General Concessions

5.2.6. For enrolments in courses at the Certificate IV level and below, RGIT must charge the concession fee to an individual who, prior to the commencement of training, holds a current and valid:

- a. Health Care Card issued by the Commonwealth;
- b. Pensioner Concession Card; or
- c. Veteran's Gold Card; or d. an alternative card or concession eligibility criterion approved by the Minister for the purposes of these Guidelines

5.2.7. The concessions provided for in clause 3.6 (a) and (b) also apply to a dependant spouse or dependent child of a card holder.

5.2.8. RGIT must retain a copy of the relevant concession card specified at Clause 5.2.6:

- a. electronically, as produced via a screenshot generated by the cardholder's mobile device where the concession card is presented via a Digital Wallet through a Centrelink Express Plus mobile application;
- b. in hard copy or electronically scanned copy where a physical card is presented; or
- c. its equivalent record as extracted from Centrelink Confirmation eServices.

5.2.9. For individuals entitled to a concession under clauses 2.6 or 2.7 that are also referred Job Seekers with a standard Job Seeker Referral Form; RGIT must retain a copy of the original Job Seeker Referral Form and return the original to the individual. On enrolment, a copy of this form must also be returned by RGIT to the Job Seeker's referring agency.

5.2.10. The Department will not make a contribution to RGIT toward revenue forgone for referred Job Seekers as a result of charging Job Seekers the concession fee. With the prior agreement of the referring agency, RGIT must invoice the referring agency directly for the portion of the tuition fee not covered by the referred Job Seeker.

Indigenous Completions Initiative

5.2.11. Under the Indigenous Completions Initiative, for enrolments in a course at any level RGIT must charge the concession fee to individuals who self-identify as being of Aboriginal or Torres Strait Islander descent (and are reported as such through the "Indigenous Student Identifier" field of the Student Statistical Report).

5.2.12. RGIT must retain a copy of the enrolment form on which the individual self-identified as indigenous.

6. Procedure

6.1 Applying fees

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Based on the 'Fee Schedule, the 'Statement of Fees'.

Prior to enrolment, the RGIT delegate/marketing officer will supply each individual with a 'Statement of Fees', being an itemised list of all fees required for the course. Prior to issuing, on a case by case basis, the 'Statement of Fees' is individualized based on the following principles.

6.2 Tuition fee waivers/exemptions

RGIT delegate/marketing officer will sight and retain copies of all documentation demonstrating an individual's eligibility for the Tuition fee waiver/exemption. RGIT does not charge a tuition fee for enrolment for an individual who is from the Judy Lazarus Transition Centre or a young person on a community based order.

All documentation demonstrating an individual's eligibility for the Tuition fee waiver/exemption will be retained in student's file for audit or review purposes.

RGIT's Administration team will report to the Department all tuition fee waivers/exemptions granted in accordance with the Victorian VET Student Statistical Collection Guidelines.

The Enrolment Officer will note that they have provided an individual with a statement of fees. RGIT delegate/ marketing officer will ensure that the individual signs their Statement of Fees, as written acceptance.

6.3 General Concession

For the enrolments in courses at the Certificate IV and below, apply concession rate if a copy of concession card, veteran's gold card or pensioner card is provided and is current at time of enrolment. Concession fee should be 20% of full government subsidised fee charged at the same time for the same course. Concession does not apply to materials fees.

RGIT must retain a copy of relevant concession card in the student file. RGIT delegate/marketing officer will ensure that the individual receives and signs their Statement of Fees with concession fee, as written acceptance.

For individuals entitled to a concession under clauses 2.6 or 2.7 that are also referred Job Seekers with a standard Job Seeker Referral Form; RGIT must retain a copy of the original Job Seeker Referral Form and return the original to the individual. On enrolment, a copy of this form must also be returned by RGIT to the Job Seeker's referring agency.

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6.4 Indigenous Completion Initiative

Under the Indigenous Completions Initiative, for enrolments in a course at any level RGIT must charge the concession fee to individuals who self-identify as being of Aboriginal or Torres Strait Islander descent (and are reported as such through the "Indigenous Student Identifier" field of the Student Statistical Report).

RGIT must retain a copy of the enrolment form on which the individual self-identified as indigenous.

RGIT delegate/ marketing officer will ensure that the individual receives and signs their Statement of Fees with concession fee, as written acceptance.

6.5 Reporting

Ensure correct tuition fee is reported in AVETMISS files. RGIT must report to the Department all fee concessions granted by RGIT in accordance with the Victorian VET Student Statistical Collection Guidelines as issued by the Department from time to time

7. Related Documents

7.1 Individual Statement of Fees

7.2 Fee Schedule

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