



Student contribution fees policies and procedures

User Choice fees and charges

The Student Contribution fee is the participant's contribution to the cost of tuition and the provision of student services. The Department of Employment, Small Business and Training has determined the student contribution fee of \$1.60 per nominal hour for each unit of competency undertaken is payable by the student.

Student contribution fee

The student contribution fee relates to the schedule of fees for each of competency which must be paid by either the student or employer at enrolment, depending on which award it falls under. For more information go to Fairwork Australia for more information, however, at enrolment the RTO has a partial tuition fee exemption and full fee exemption form which can be completed to determine whether you are eligible for a partial fee exemption of 40% of the entire student contribution fee for that qualification or a full exemption based on financial hardship. The student contribution fee is \$1.60 per nominal hour, for example, if the qualification you are enrolled into has 30 units of competency totalling 800 nominal hours, then you would pay $\$1.60 \times 800 = \1280 which will be invoiced at enrolment. Payment plans are available. **Note** where credit transfer has occurred or further training and assessment from a superseded training package will not be included in the student contribution fee.

Schedule of fees

The schedule of fees indicates the units of competency available in the qualification along with the nominal hours for each unit and the student contribution fee amount set by DESBT which is \$1.60 per nominal hour. The schedule of fees is downloaded during the induction/enrolment process which is then signed by the employer or student (whoever will be paying the student contribution fee).

A deposit of \$625.00 is paid at enrolment via credit/debit card, B pay & payment plan (direct debit). The balance of \$1000.00 can be paid within 2 weeks or paid under a payment plan which automatically calculates the amount to be paid each week.

All fees associated with payment by card, B pay or direct debit is passed onto the payer.

You may be eligible for a partial exemption of the fees, meaning 40% exemption.

NOTE: Free apprenticeships for under 25s offers fully subsidised training from 1 January 2021 to 30 September 2022.

Changes to the amount of fees chargeable under this Policy

The Department may amend the amount of student contribution fees chargeable under this policy on an annual basis, based on the increase to the consumer price index.

Partial Tuition Fee Exemption

SIT will charge no more than 40 per cent of the current student contribution fee for any student/trainee/apprentice who is eligible to claim concessional tuition fees. The following exemption categories apply:

- The participant was or will be under 17 at the end of February in the year in which the PQS provides training, and the participant is not at school and has not completed year 12
- The participant holds a health care card or pensioner card issued under Commonwealth law, or is the partner or a dependant of a person who holds a health care card or pensioner concession card, and is named on the card
- The participant issues the PQS with an official form under Commonwealth law confirming that the participant, his or her partner or the person of whom the participant is a dependant, is entitled to concessions under a health care card or pensioner concession card, or
- The participant is an Aboriginal or Torres Strait Islander person. Acceptable evidence is as stated on the Training Contract and AVETMISS VET enrolment form.

Full exemption – tuition fees

The PQS may apply full exemption from the student contribution fee where the participant falls into one or more of the following exemption categories:

(a) Where payment of the student contribution fee would cause extreme financial hardship, then the PQS may waive these fees.

i. The fee waiver process should be in place at the time of the participant's enrolment.

ii. For 2.6.3(a) of this *Fees and Charges* section, the PQS must have a reasonable internal process to manage an appeal about the outcome of an application under financial hardship.

(b) Where the Queensland Government, as represented by the departmental officer responsible for the User Choice budget, advises in writing that fees are optional. On receipt of such advice, the PQS may choose not to



collect the student contribution fee. In this circumstance, any decision by the PQS not to collect fees does not create a liability for the department. The PQS may not apply for reimbursement by the department of fee revenue foregone. Refer to the User Choice 2017–20 Qualification and Price List, as published on the department's website, for information on where fee exemptions are applicable.

The PQS must apply full exemption from the student contribution fee where the participant falls into one or more of the following exemption categories:

- (a) where credit transfer/national recognition has been applied to a unit of competency/module
- (b) the participant is a school-based apprentice or trainee
- (c) the participant is undertaking a qualification as part of the Skilling Queenslanders for Work – Work Skills Traineeship program.

SIT will refund the student contribution fee under the following conditions:

- the provision for full refunds to Continuing Students for student contribution fees and/or student support services fees charged for training delivery that has not commenced at the time of the cancellation of enrolment; and
- the provision of proportionate refunds where the Continuing Student has withdrawn from a Unit of Competency/Module which may be evidenced by the following:
 - Invoices
 - Receipts
 - Current records of fees paid (electronic records e.g. MYOB)
 - Current records of refunds given e.g. Cheque/cash receipt

the provision of the student contribution fee has been paid directly to the PQS under the Construction Skills Queensland's (CSQ) new Student Contribution Fee program which replaces the previous Student Contribution Fee (Tuition Fee) Reimbursement program.

The provision of refunds to employers/industry for additional charges paid beyond the participant and government contributions.

Withholding of results, statement of attainment or qualification due to non- payment of fees

When the PQS has claimed payment for the relevant units of competency through the user choice funding program, the PQS must not withhold the results, statement of attainment or qualification from an apprentice/trainee due to the non-payment of student contribution fees.

PQS refusal to provide services

The PQS may only refuse to become an SRTO, or enrol or provide the training and assessment services to an apprentice/trainee if one or more of the following circumstances apply:

- the PQS has the department's written consent not to enrol apprentices/trainees
- the employer of the apprentice/trainee is a prohibited employer under the *Act*
- the PQS is prevented pursuant to the *Act* from enrolling apprentices/trainees
- a student contribution fee is not paid despite the PQS providing its fees policy prior to enrolment
- the employer does not pay, or agree to pay, any additional PQS charges associated with the provision of training and assessment services.