

USER CHOICE- FEES AND CHARGES POLICY



New England College is the trading name of **New England Institute of Technology Pty Ltd**

RTO No: 31943 | CRICOS No: 03113M | ABN: 40 135 331 494

Version: V2.0

Date: 01.07.2017

Status: Published



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NEC Website: www.nec.edu.au

NEC Campuses:

Head office

Brisbane campus

151 Wellington Road
East Brisbane, QLD 4169, Australia

DOCUMENT CONTROL

Version History

Version	Date	Details
V1.0		Archived – due to changes in policy
V2.0	01.07.2017	New User Choice Policy -2017-2020 updated to new trading name New England College, header, footer, phone number, e-mail id,

Review Process:

This policy shall be reviewed annually in compliance with education industry standards.

Next Review Due: **June 2018**



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INTRODUCTION

New England College is committed to the provision of a fair and equitable policy for the terms of payment course fees.

Purpose: In accordance with our contract with the Department of Education and Training (DET) for the delivery of Apprenticeships and Traineeships funded by the “2017-2020 User Choice Program”, New England College will charge “Student Contribution Fees” to students participating in Certificate II or above qualifications.

Students participating in a School Based Apprenticeship/ Traineeship do not incur in Student Contribution Fees.

Scope: The scope of this policy includes the provision of training programs by New England College under government funded program.

Student Contribution Fee:

In accordance with our contract with the Department of Education and Training (DET) for the delivery of Apprenticeships and Traineeships funded by the “2017 User Choice Program”, New England College will charge “Student Contribution Fees” to students participating in Certificate II or above qualifications.

- Student Contribution Fees are a student’s contribution to the cost of their own training.
- Student Contribution fees are calculated at the following rate:

\$1.60 per nominal hour for each unit of competency or module delivered. Student Contribution Fees are set and adjusted by The Department of Education and Training.

Please note that course fees are not subject to GST.

Below is an example of costing and how it’s calculated. The Department of Education and Training may amend the fees chargeable on an annual basis, based on CPI. If this occurs, your Client Manager will inform you of this with a written notice prior to changes.

Example on how Student Contribution Fees will be calculated:

An apprentice completing Certificate III in Automotive Mechanical Technology (Light Vehicle) completes a unit of competency such as “Carry out diagnostic procedures” which has 20 Nominal Hours completion time. Therefore $20 \text{ hours} \times \$1.60 = \$32.00$.

The whole Apprenticeship has an approximate total nominal hours of 960 hours $\times \$1.60 = \$1,536.00$. This amount divided by the number of years it takes to complete the qualification. In this case an example may be four years. Therefore, the cost would be approximately \$384 per year. Divided into 12 months would be approximately \$32.00 per month.



- If Recognition of Prior Learning or Recognition of Current Competency occurs, Student Contribution Fees will be calculated at \$1.60 per nominal hour for each Unit of Competency assessed.
- Where a Student does not commence a Unit of Competency/Module, then NEC must reimburse the student for all Student Contribution Fees collected in relation to that Unit of Competency/Module.
- Where a Student withdraws from a Unit of Competency/Module after participating in learning activity, then a proportionate payment of the tuition fee must be reimbursed.
- NEC will retain evidence of student contribution fee charged and collected for all students, except for those students deemed as fully exempt.
- NEC cannot waive the contribution fee for the student. It may be paid on behalf of the student by their employer or a third party unrelated to NEC, (whether directly or indirectly), unless approved in writing by the department.

Student contribution fees for **User Choice funded qualifications** are set in accordance with the *2017-2020 User Choice Program Policy*

<https://training.qld.gov.au/site/providers/Documents/pqs/become/user-choice-policy.pdf> and will be invoiced **on completion** of each unit of competency.

User Choice Fee Exemptions

A student may be exempt from paying full/partial fees, if it can be shown that they fall into one or more of the following exemption categories:

Partial Exemption:

NEC will not charge more than 40% of the student contribution fee where the student falls into one or more of the following exemption categories:

(a) The student was or will be under 17 years of age at the end of February in the year in which NEC provides training, and the participant is not at school and has not completed year 12.

(b) The student holds a Health Care Card or Pensioner Concession 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.

(c) The student issues NEC with an official form under Commonwealth law confirming that the student, his or her partner or the person of whom the student is a dependant, is entitled to concessions under a Health Care Card or Pensioner Concession Card.

(d) 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:

NEC may apply full exemption to the student contribution fee where the student falls into one or more of the following exemption categories:

- If it can be shown that payment would cause extreme financial hardship for the student.
- Where the Queensland Government, as represented by the departmental officer responsible for the User Choice budget, advises in writing that fees are optional

NEC must apply full exemption to the student contribution fee where the student falls into one or more of the following exemption categories:

- Where credit transfer/national recognition has been applied to a unit of competency/module.
- The student is a school-based apprentice or trainee.
- A student satisfies the Year 12 fee-free training criteria - Year 12 graduates who enrol in a high priority qualification within 12 months of leaving school. Students must have completed Year 12 in Queensland and hold a Senior Statement issued by the Queensland Studies Authority.
- The student is undertaking a qualification as part of the Skilling Queenslanders for Work – Work Skills Traineeship program.

Provision of partial and full exemptions will be in place at the time of the enrolment.

Students eligible for concessions will be required to provide the appropriate identification and will be able to pay 100% of their fees to ensure they receive full concession entitlement.

Additional Charges:

NEC may seek additional charges from the employer. Any additional charges shall be negotiated up-front and disclosed to the employer prior to student's enrolment.

Refund Policy:

NEC has a refund policy that meets the requirements of Standards for Registered Training Organisations 2015.

- a) NEC shall provide for full refunds to students for student contribution fees charged for training delivery that has not commenced at the time of the cancellation of enrolment.
- b) NEC shall provide proportionate refunds where the participant has withdrawn from a unit of competency/module
- c) NEC shall provide for refunds to employers/industry for additional charges paid beyond the participant and government contributions.



No charges

New England College will not charge students for:

- a. The provision of materials essential to achieving competence
- b. The development and supply of a Training Plan
- c. The development and supply of the initial Training Record.

Note: Where NEC has claimed payment for the relevant units of competency through the User Choice funding program, New England College will not withhold the results, statement of attainment or qualification from an apprentice or trainee due to the non-payment of fees.