



holmesglen

TAFE Fees and Charges

Semester 2 **2009**

**All courses except
Diploma and above**

Chadstone Campus

Batesford Road
Holmesglen 3148
(PO Box 42 Holmesglen 3148)
Telephone (03) 9564 1555
Facsimile (03) 9564 1606

Moorabbin Campus

488 South Road
Moorabbin 3189
(PO Box 42 Holmesglen 3148)
Telephone (03) 9564 1555
Facsimile (03) 9555 0060

Waverley Campus

585 Waverley Road
Glen Waverley 3150
(PO Box 42 Holmesglen 3148)
Telephone (03) 9564 1555
Facsimile (03) 9564 6233

Registrar's Department correct at the time of printing
16 June 2009. Details do not apply to Fee for Service Courses
or International students.



Vocational and Higher Education
www.holmesglen.edu.au

B2040609 Fees No Diploma

Fee payment and fee refund details
Please read carefully

Note: Changes to TAFE fees have been introduced by the State
Government and will apply from July 2009

Please see the **TAFE Fees and Charges Semester 2 2009,
Diploma and above brochure** for details regarding **Diploma,
Advanced Diploma and Graduate Certificate course fees.**

TAFE Fees

TAFE fees are made up of

1. Tuition Fee
2. General Services Fee (GSF)
3. Materials Fee

How much will I pay?

1. Tuition Fees

Your Tuition Fee is calculated according to the number of hours you are enrolling in, multiplied by the rate for your course's Skill Level, as shown in the table below

Skill Level	Tuition Fee per Nominal Hour	Minimum Tuition Fee & Concession Fee	Max Tuition Fee (6 months)	Max Tuition Fee (12 months)
Foundation Skills ESL, Literacy, VCAL Foundation, Transition Ed & Work Ed	\$1.08	\$50	\$250	\$500
Skills Creation VCE, VCAL, and Cert I & II	\$1.37	\$105	\$438	\$875
Apprenticeships and Traineeships	\$1.37	\$57	\$452	\$903
Skills Building Cert III & Cert IV	\$1.41	\$120	\$500	\$1000

2. General Services Fee (GSF)

The GSF is 15% of the Tuition Fee and is paid at the time of enrolment for all students

The GSF is a non-academic fee used to provide facilities, services and activities of direct benefit to Holmesglen students. Payment of the GSF does not confer membership of a student association

3. Materials Fees

Materials Fees are paid at the time of enrolment for equipment and incidentals provided to students for use in their course, eg knives and uniform provided to Cooking students

Materials Fees vary between courses, and some courses have no Materials Fee

How do I pay?

All fees are paid on enrolment day. You are not enrolled until your fees are paid. Payment can be made by cash, cheque, EFTPOS or credit card

Payment Plan

If you are experiencing temporary financial difficulties a Payment Plan is available to assist with your fee payment. You should seek advice from the staff in the Information Office regarding your eligibility.

You will be charged an establishment fee of \$50.00 to set up the Payment Plan and there is an ongoing transaction fee deducted for the length of the Plan

You will be required to bring your bank account (BSB and account number and name, and name of bank and branch) or credit card details with you at the time of enrolment

Fee Concessions

To be eligible for a concession you must hold one of the following cards or be the dependant, partner or spouse of a cardholder and named on the card. The card must be current and produced on the day of enrolment otherwise you will have to pay the non concession rate

- Commonwealth Health Care Card
- Pensioner Concession Card
- Veteran's Gold Card, or
- Of Aboriginal or Torres Strait Islander descent

If you are eligible for a Fee Concession you will pay the minimum Tuition Fee for your course level plus the GSF. There is no concession on the GSF

If you are in receipt of a benefit and add to your enrolment, you will be required to pay an additional GSF up to the maximum for your course category

If your benefit ceases during the year and you add to your enrolment you will be required to pay the non concession rate

Fee Exemptions

Students who are prisoners, detainees or who are under a court order are exempt from fees

Sponsored students

If your training is sponsored by Centrelink, associated agencies, or your employer, you must bring with you at the time of enrolment a written authority for Holmesglen to invoice your funding organisation for your fees

Goods and Services Tax (GST)

Your course is GST exempt

Can I change my enrolment?

Withdrawal

To receive a refund you must withdraw by 19 August 2009 and

- Complete an Amendment/Withdrawal Form
- Return your student ID card
- Return your fees receipt
- Return any Holmesglen property in your possession

Withdrawal Forms are available from the Information Office on each campus and your Centre Administrative Office

You will receive a refund of your tuition fee, less the minimum fee applicable to your course's Skill Level as per the chart in 1. Tuition Fees

Partial Withdrawal

You must apply by lodging an Amendment Form with your campus Information Office before 19 August 2009

You may be eligible for a partial refund if the Tuition Fee payable for the remaining units falls below the maximum fee payable for your course's Skill Level

Additional Enrolment

Additional unit enrolments are treated separately and Tuition Fees and GSF will be charged until the maximum fee for the relevant course Skill Level is reached. If you are claiming a Fee Concession, current proof of eligibility is required

If you enrol in a course that is classified in a different Skill Level then you will pay Tuition Fees relevant to that level, even if you have reached the maximum fee payable for your original course

Recognition of Prior Learning (RPL)

Students who wish to apply for recognition of skills acquired through work or life experiences, or through qualifications obtained through formal studies or training, must enrol and pay fees as normal

RPL must be applied for and granted or declined by your Teaching Department before 19 August 2009

There is no charge for RPL and if RPL is granted, there is no refund of fees

Credit Transfer

Students who enrol in, and pay for a unit for which they are subsequently granted Credit Transfer based on previous studies, may receive a pro rata refund of Tuition Fees

Credit must be applied for prior to 19 August 2009

Continuing Students (Fee Maintenance)

If you are re-enrolling in the course you are currently studying you will continue to pay fees as set for Semester 1 2009 until you finish your course or change course