State Government Fees and Charges 2009

Fee payment and fee refund details
Please read carefully

Note: The information about fees is accurate at the time of printing for students enrolling in Semester 1 2009. Changes to TAFE fees are being introduced by the State Government and are expected to apply from July 2009.

Registrar’s Department correct at the time of printing November 2008. Details do not apply to Fee for Service Courses.
**TAFE Fees**

As a TAFE student you are required to pay part of the cost of your education (your ‘tuition contribution’ or ‘fee’), and the remainder of the cost of your education is funded by the State Government through the Office of Training and Tertiary Education. You are also required to pay a General Services Fee. HECS is currently not available to TAFE students, and the fee you pay at enrolment is your total contribution to your education.

**How much will I pay?**

Your tuition contribution, or fee, is calculated according to the number of nominal hours in your course.

- $1.37 per nominal enrolled hour up to a maximum of 640 nominal hours for a continuous 12 month period, up to a maximum fee of $877. A minimum fee of $55 applies to all students.

**Note:** Each student’s fee may be different, depending on their course of study plus:

- A General Services Fee (GSF) which is 15% of the above amount to a maximum GSF of $132. Fee concessions do not apply to the GSF.

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

- Additional costs may be charged for the purchase of textbooks, materials, equipment, excursions, printing and photocopying. Details may be obtained from your teaching department.

**Maximum and Minimum TAFE Fee examples**

| Maximum Tuition Contribution: | $877 |
| Maximum General Services Fee: | $132 |
| TOTAL fee payable (TC + GSF): | $1009 |

**Note:** The maximum fee payable is $1009

| Minimum Tuition Contribution: | $55 |
| Minimum General Services Fee: | $8 |
| TOTAL fee payable (TC + GSF): | $63 |

**Note:** The minimum fee payable is $63

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**The 12 Month Fee Rule**

The State Government has directed that from 2006, students will gain the benefit of fixed fee rates for a 12 month continuous period from the date that they enrol. This means that if you enrolled in semester 2, 2008 your fees for your second semester of study (semester 1, 2008) will be at the lesser 2008 rate.

**Fee Payment**

Students who re-enrol before 24 December 2008 and receive a Fees Quote will have until 21 January 2009 to pay their fees.

New Students and and students who re-enrol after 24 December 2008 must pay their fees at the time of enrolment. You should contact the Information Office if you have any queries regarding fee payment.

**Note:** You are not an officially enrolled student of Holmesglen until your fees are paid.

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

**Fee Concessions**

To be eligible for a Fee Concession you must hold one of the following cards or be the dependant, partner or spouse of a cardholder and be named on the card.

**Note:** The card must be current and produced on the day of enrolment otherwise you will have to pay the full fee.

- Commonwealth Health Care Card
- Pension Card
- Veteran’s Gold Card
- Students of Aboriginal or Torres Strait Islander descent are also eligible to receive a Fee Concession.
- Students granted a Fee Concession are required to pay the minimum tuition fee of $55 plus the GSF.
- Students who are prisoners, detainees or who are under a court order are exempt from fees.

**Note:** 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 of $132 for the year.

If your benefit ceases during the year and you add to your enrolment you will be required to pay full fees.

**Financial Hardship**

If the payment of your fees will cause you personal hardship, a Payment Plan is available to assist you to meet your payments. You should seek advice from staff in the Information Office regarding your eligibility.

**Note:** You will be charged an establishment fee of $50 to set up the Payment Plan and you will be required to bring your bank account details with you at the time of enrolment.

**General Services Fee (GST)**

Accredited courses are exempt from the payment of the GST.

**Refunds**

To receive a refund you must;

- Apply within 4 weeks of the start of your course
- Complete an Amendment/Withdrawal Form
- Return your student ID card
- Return your fees receipt
- Return any Holmesglen property in your possession

**Note:** After 4 weeks from the commencement of your course there are no refunds.

To determine your entitlement contact your Centre Administrative Officer or the Information Office on your campus.

**Complete Withdrawal within 4 Weeks from the Start of the Course**

You will be eligible for a refund of your tuition contribution, less the minimum fee of $55 plus the GSF, if you withdraw from your course within four weeks of the commencement of the course.

If you are withdrawing from your course within four weeks of commencement to take up a place at another tertiary institution you will receive a full refund of fees provided that proof of enrolment at the other institution is received with your Refund Application.

**Partial Withdrawal**

If you withdraw from modules/competencies in your course you may be eligible for a partial refund provided the withdrawal occurs within four weeks from the commencement of the course. To be eligible for a refund following a partial withdrawal, your enrolment must fall below 640 nominal enrolled hours.

**Withdrawal after the End of the Fourth Week of the Course**

There is no refund of fees if you withdraw after the end of the fourth week of your course.

**Withdrawal - Off Campus Department**

Refund of fees as above applies, but there is no refund for off campus materials purchased.

**Additional Enrolment during the 12 Month Period**

Additional course, module and competency enrolments are treated separately and extra fees charged if the maximum fee for the 12 month period has not been reached. If you are claiming a Fee Concession, current proof of eligibility is required.

**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. If the RPL is granted a pro rata refund of fees may apply. RPL must be applied for within 4 weeks of the start of your course.

**Note:** Please refer to the Holmesglen RPL/Credit Transfer brochure for application details.

**Credit Transfer**

Students who enrol in, and pay for, a module/competency for which they are subsequently granted Credit Transfer based on previous studies, may receive a pro rata refund of fees.