
Fees and Charges

Objective

To implement consistent fees and charges for all Education and Training courses at Cire Training.

To meet the policy and compliance requirements of Cire Training's funding and registering bodies. In particular, compliance with the Guidelines about fees and charges and the VET funding contract.

To ensure that all fees and charges are clear and easily understood by a student enrolling in the Skills First Program or a pre-accredited training program.

To ensure all Cire Training courses are accessible and equitable.

To ensure student fees are accounted for and tracked by approved Cire Training's RTO management.

Scope

- Cire Training staff, CEO, Finance Department and students.

Policy

Policy Statements:

- Cire Training Management, Finance and Compliance teams will collectively review, plan and set the fees for every calendar year.
- Cire Training will set course fees and charges according to the requirements of
 - Its contractual agreements with its funding bodies;
 - The requirements of its registering bodies; and
 - The requirements of all courses.
- Tuition fees are set according to the Guidelines set by Adult, Community and Further Education Board (ACFE) (For Pre-Accredited Training) and the contractual requirements of the Victorian government Skills First Program as outlined in the VET funding contract (for VET courses) to eligible students.
- Compliance and Student Services will keep track of any notifications from funding or regulatory bodies and any new requirement will be communicated and actioned.

Cire Training will advertise the fees and charges applicable to each course on the Cire Training website.

Categories of Fees:

Cire Training has the following categories of fees:

Tuition Fee Victorian Skills First Program (VET funding Contract)

The fees contribution payable by students who are eligible for funding.

Tuition Fee [VET funding Contract + CONCESSION]

The fees contribution payable by the students who are eligible for funding and concession.

Tuition Fee [Non-Funded]

The fees contribution payable by the students who are not eligible for funding. Full fee for service charges are set by Cire Training at its discretion, and apply to all courses which are not covered by the Victorian Training Guarantee (VTG), or to students who are not eligible to receive Skills First Funding subsidies. In the case of Pre-Accredited Training, students who are not eligible for ACFE funding under the ACFE contract will be charged a fee for service tuition fee.

Resources Fee

Students will be charged a Resources Fee for courses where manuals, textbooks or workbooks are provided or purchased on the students' behalf.

RPL

Recognition of Prior Learning (RPL) recognises prior learning from life experiences, education, training and work and/or training provided at work. Cire Training will set a fee for RPL assessment at its discretion based on the assessment and administration costs, which will be set and reviewed on a case-by-case basis.

Concessions

For enrolments in courses at the Certificate IV level and below, Cire Training 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; or
- 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.

The concessions provided for in (a) and (b) also apply to a dependent spouse or dependent child of a card holder. Cire Training must retain a copy of the relevant concession card produced by the student.

Under the Indigenous Completions Initiative, for enrolments in a course at any level, Cire Training 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). Cire Training must retain a copy of the enrolment form on which the individual self-identified as indigenous.

Concessions do **not** apply where a student's course fees are being paid by an external agency.

Extreme Hardship

Students who are experiencing extreme hardship due to social or financial issues may be granted a fee concession or a fee waiver. In cases where this situation may apply, an Extreme Hardship Declaration Form must be completed and approved by the Executive Manager, Training & Community Hubs. The form will provide information pertaining to the existing fee structure and the fees and charges that will apply once the concession/fee waiver has been granted.

Payment of Fees

Cire Training require the payment of fees in full prior to the commencement of the course, unless otherwise approved by the Executive Manager, Training and Community Hubs. Students may request a payment plan in lieu of payment as outlined below. Enrolment in an Accredited course is only confirmed once full payment has been received, or the payment plan agreement has been completed.

Payment Plans

Cire Training offers payment plans for students to facilitate payments using the following guidelines:

- A Payment Plan will be agreed upon at enrolment for any fees owing post commencement, using a third party payment plan provider.
- Cire Services reserves the right to cease tuition for any student who fails to adhere with the Payment Plan arrangement. Tuition may only recommence once payments are up-to-date.
- Payment plans will be offered to students over a maximum of ten weeks, or by the conclusion of the course, whichever is greater.
- Applicants may be withheld from enrolling if there is a debt owing to Cire Services.

Statement of Fees for students accessing VTG funding

Prior to enrolment, Cire Training must supply each individual with a Statement of Fees. The Statement of Fees will include itemised details of the approximate value of the contribution from government towards the qualification(s) in which the eligible individual is considering enrolment and other fees Cire Training imposes.

Publication of Fees:

Cire Training publishes its fees and charges on its website. This can be found under Training/Course Fees and Charges [<http://www.cire.org.au/course-fees-charges/>]. The published fees are subject to change in-line with course requirements and Government policy changes.

Definitions

N/A

Related Documents

- Access and Equity Policy
- Course Enrolment Form
- Relevant Enrolment documents
- Refund Policy
- Student Handbook

Related Legislation

- Standards for Registered Training Organisations 2015
- Victorian Funding Contract requirements

Organisational Area

Cire Training and Community Hubs

Approved by

The Board

Signature:

A handwritten signature in black ink, appearing to be 'ABS'.

Date: October 2021

Operative Date

May 2019

Reviewed October 2021

Review Date

October 2023