



## Fees and Charges Policy VET

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<b>Related Policy/Procedure:</b>	<ul style="list-style-type: none"> <li>➤ Domestic Student Refund Policy and Procedure</li> <li>➤ International Student Refund Policy and Procedure</li> <li>➤ Student Complaints and Appeals Policy and Procedure</li> <li>➤ VET Student Withdrawals and Refunds Policy and Procedure</li> </ul>		
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# Fees and Charges Policy VET

## Purpose

This Policy sets out how Lyons College will determine fees and charges for all vocational education and training (VET) students.

## Scope

This Policy applies to all VET students at Lyons College.

### 1. Payment of Fees and Due Dates

Students are required to pay the required tuition fees prior to commencement of their course, unless those fees are being paid through the Skills First or VSL schemes. The required amount will depend on whether the student is an international or domestic student.

Fees and charges are published and available to students through the Lyons College website at [www.lyons.edu.au](http://www.lyons.edu.au)

Fees and charges set out in the Student Agreement will remain unchanged for the duration of the Agreement. A Fee Payment Agreement may be entered into with a student which will replace the amounts and conditions set out in the Student Agreement.

If fee paying international or domestic students do not pay the required amount at commencement, they may be excluded from commencing the course. Students who enter into a Fee Payment Agreement are required to pay the fees set out in the Fee Payment Agreement.

Where students fail to pay the required amount set out in their Fee Payment Agreement, they may have their enrolment suspended or cancelled 28 days after the amount is due. Late payment penalties will apply for students who have entered into a Fee Payment Agreement, which will be set out in the Fee Payment Agreement.

### 2. Other Fees

Prospective students are informed of any other fees that may be associated with their course. These may include re-assessment fees, re-issuing of certificate as per the itemised statement of fees located below in section **9. Non-Tuition Fees and Charges**, on Lyons College's website, in the Statement of Fees and in the other material which they are provided at their initial course enquiry.

Students are further reminded of 'other fees' at the time of the enrolment as per the Statement of Fees they are provided to which they must sign and date.

### 3. Domestic Fee-Paying Students

Domestic Fee paying students are not required to pay more than \$1,500 in pre-paid tuition fees. Domestic Fee paying students will be required to pay a deposit of up to \$1,500 for tuition fees and enter into a Fee Payment Agreement for the balance of their tuition fees.

In regard to refunds, please refer to the *VET Student Withdrawals and Refunds Policy & Procedure*.

### 4. Domestic Skills First Students

## **General Concessions**

Concessions will be granted in accordance with the *Skills First* Guidelines about Fees and only apply to *Skills First* eligible students studying courses which have been approved for delivery by Lyons College by *Skills First*.

Individuals wishing to apply for a concession must be able to provide current verifiable evidence prior to the course commencement where a copy will be sighted by the Student Administration and retained on the students file

## **Tuition Fee Waivers/Exemptions**

Lyons College will apply tuition fee waivers/exemptions in accordance with the *Skills First* Guidelines about Fees.

Prior to the commencement of training, copies of all documentation demonstrating the student's eligibility for the tuition fee waiver/exemption will need to be sighted and a copy retained placed on the students record.

Domestic *Skills First* funded students are not required to pay any tuition fees unless expressly stated in a Student Agreement. Domestic *Skills First* funded students are not eligible for a refund of tuition fees.

## **5. Domestic VET Student Loan (VSL) Students**

Eligible students may access a VET Student Loan for course tuition fees. As VET Student Loans may only cover tuition fees, any other fees and charges must be borne by the student.

The requirements around other fees that are incidental to study are to help ensure any upfront costs to students are kept to a minimum and what may be reasonably and fairly charged to a student.

### **Statement of Fees/Census Dates**

A copy of fees and the associated census dates will be provided to the student prior to enrolment. This document outlines the fee periods, the census date for each period and cost to be incurred.

### **Statement of Covered Fees**

Lyons College will provide the student a written statement known as the 'Statement of Covered Fees' which will confirm that the student's enrolment has been accepted and will show the amounts of the tuition fees that will, and will not, be covered by the VET Student Loan.

Lyons College will provide the student with their Statement of Covered Fees after they have enrolled in the course and prior to their first census date.

Students will receive a Statement of Covered Fees by email and in hard copy.

### **VET Student Loans Fee Notice**

Lyons College will provide the student with a notice known as a 'VET Student Loan Fee Notice' in relation to each fee period at least 14 days before the first census date in a fee period.

Students will receive the VET Student Loan Fee Notice email and in hard copy.

## **Commonwealth Assistance Notice (CAN)**

Lyons College will provide students with a Commonwealth Assistance Notice (CAN) which is given within 28 days after the census date has passed for the part of the course.

A CAN is a statement of the students enrolment and a record of the use of their VET Student Loan for a study period. The CAN includes important information about the students enrolment, any debt they have incurred, or student contribution amounts they have paid, and any loan fee they may have incurred.

Students will receive the CAN by email and in hard copy.

In regard to refunds, please refer to the *VET Student Withdrawals and Refunds Policy & Procedure*.

## **6. Commencing International Students**

Once an international student has accepted the offer of admission to Lyons College, they are required to pay the minimum deposit as set out in the Letter of Offer. Lyons College will not issue a Confirmation of Enrolment (CoE) until the minimum deposit amount has been paid. This needs to be as cleared funds in the nominated Lyons College bank account. Lyons College will not access these funds until the student has commenced the course.

Tuition fees must be paid on commencement of the course with due dates outlined in the Letter of Offer and Student Agreement. Tuition fees do not cover charges for accommodation, living expenses, textbooks, stationery, equipment, and external examinations. If fees are not paid by the due date, late fees will be charged which will be outlined in the Student Agreement or Fee Payment Agreement.

If a student does not pay their fees on commencement of the course, they will be issued a Notification of Intention to Cancel Enrolment. The Notice will be sent via email only.

Students will have 20 working days to pay any outstanding fees in full or to appeal our decision to cancel their enrolment. If Lyons College has not received payment 20 working days after the Notification of Intention to Cancel Enrolment has been emailed, the student's enrolment may be cancelled.

If a student is experiencing difficulties paying their fees by the due date, they must speak to the Student Administration staff before the fee becomes overdue. Lyons College reserves the right to refuse access to training and assessments, if fees have not been paid and/or where no Fee Payment Agreement has been signed.

In regard to refunds, please refer to the *International Student Refunds Policy & Procedure*.

## **7. Continuing International Students**

Tuition fees must be paid on the commencement of the course with the due date outlined in the Letter of Offer and Student Agreement. Tuition fees do not cover charges for accommodation, living expenses, textbooks, stationery, equipment, and external examinations. If fees are not paid by the due date, late fees will be charged which will be outlined in the Student Agreement or Fee Payment Agreement.

If a student does not pay their fees prior to the commencement of the course study period, they will be issued a Notification of Intention to Cancel Enrolment. The Notice will be sent via email only.

Students will have 20 working days to pay any outstanding fees in full or to appeal our decision to cancel their enrolment. If Lyons College has not received payment 20 working days after the Notification of Intention to Cancel Enrolment has been emailed, the student's enrolment may be cancelled.

If a student is experiencing difficulties paying their fees by the due date, they must speak to the Student Administration staff before the fee becomes overdue. Lyons College reserves the right to refuse access to training and assessments, if fees have not been paid and/or where no Fee Payment Agreement has been signed.

Students will not be allowed to request a deferral, suspension or transfer unless all fees are paid. This includes the deposit payable for their principle course.

In regard to refunds, please refer to the *International Student Refunds Policy & Procedure*.

## 8. Non-Tuition Fees and Charges

Fee Type	Description	Amount AU\$	
Enrolment Fee	Payable upon acceptance of an offer of admission (May be waived at Lyons College's discretion)	\$250.00	
Change of Course Fee	Payable upon acceptance of a change of course to a different discipline or level.	\$300.00	
Reinstatement Fee	Payable when a student's enrolment has been suspended due to non-payment of tuition fees.	\$300.00	
Late Payment Fee	Payable when there is any outstanding balance remaining for tuition fees as stipulated in the Student Agreement or Fee Payment Agreement.	1 to 7 days	\$150.00
		8 to 14 days	\$300.00
		15 to 21 days	\$450.00
		22 to 28 days	\$600.00
Replacement Statement of Attainment	Payable when a student requests a replacement Statement of Attainment	\$25.00	
Replacement Testamur	Payable when a student requests a replacement Testamur	\$50.00	
Printing and Photocopying	Payable by student for printing and photocopying using their PaperCut account	A4 Black and white single sided	\$0.10
		A4 Black and white double sided	\$0.14
		A4 Colour single sided	\$0.50
		A4 Colour double sided	\$0.70
		A3 Black and white single sided	\$1.00
		A3 Black and white double sided	\$1.50
		A3 Colour single sided	\$2.00
		A3 Colour double sided	\$3.00

## 9. Complaints and Appeals

Students who dispute fees or charges, or who are not satisfied with a course of action taken by Lyons College, can access the *Student Complaints and Appeals Policy and Procedure*.