Student Fee Policy (VET)

Version Number: 3.3
Effective Date: 4 September 2026
Review Date: 19 February 2028
Approved By: Audit and Risk Committee
Policy Owner: Chief Financial Officer
Policy Area: VET
Audience: Public

1. Purpose

This policy outlines the basis on which Stanley College manages student fees. It details the principles for fee setting, defines the types of fees and charges, details fee collection processes and penalties for non-payment.

2. Scope

This policy applies to all staff and students at Stanley College studying VET courses.

3. Key Definitions

CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students.
Domestic Students	A student who is an Australian citizen, a New Zealand citizen, the holder of an Australian Permanent Resident visa or the holder of an Australian humanitarian visa. A domestic student can include temporary visa holders, who do not hold a Student Visa issued by DoHA, including 485, 457, student dependents, working holiday and visitor visa holders.
DTWD	The Department of Training and Workforce Development is a department of the Government of Western Australia. The department is responsible for the growth of the Western Australian workforce through attraction and retention strategies, career development services and vocational and education training.
Funded Course	A course that has been allocated funds by the State Government for Domestic Students to access.
Funded Students	Students who are studying a Funded Course.
International Student	A student studying in Australia on a student visa issued by DoHA.
Offer Letter	An offer for admission into a Stanley College course. Some offers may include conditions placed on the admission, which may include pre-requisites.
Prepaid Fee	Prepaid fee means any fee relating to the delivery of services paid to an NVR registered training organisation by, or on behalf of an individual prior to the services to which the fee relates being delivered by the organisation.
VET	**Vocational Education and Training (VET)** is education that focuses on developing practical skills, knowledge, and competencies required for specific occupations or industries. It is designed to

	prepare learners for work, enhance employability, or support career progression through nationally recognised qualifications, delivered in line with industry standards.

4. Policy Principles

4.1 Principles for Setting Fees

4.1.1 Domestic and International Students – Fee for Service

Tuition Fees:

- are determined by the Vice President, Business Development in consultation with the Executive Leadership Groups (fee paying courses). Tuition fee setting processes will ensure consultation from Faculty Staff, and insights from the market, and strategic partners
- will be set nationally to provide equity to students
- are reviewed annually and may increase each calendar year
- are published on the Stanley College website.

4.1.2 Domestic Students - Funded

- Tuition Fees for Courses funded by the Department of Training and Workforce Development (DTWD) in Western Australia are based on the VET Fees and Charges Policy of the relevant year.

4.2 Authority to Approve Fees

The Chief Executive Officer, on recommendation of the Chief Financial Officer, has the authority to approve the Course Fees.

4.3 Course/Tuition Fee Types

4.3.1 Domestic Students - VET Student Loans (VSL)

Stanley College will publish a list of courses approved for VSL, in accordance with courses approved. VSL overall course tuition fees must align with the domestic fee for service total course fee. Students who are eligible for VSL will pay tuition fees based on each unit of study.

Students will need to meet the eligibility criteria of VET Student Loans, which is published on the Stanley College website.

4.3.2 Domestic Students - Funded

Students undertaking a course funded by DTWD.

Each year Stanley College will publish a list of courses 'funded', and the eligibility criteria for funded training.

Funded student course fees are invoiced on a unit-by-unit basis. Each unit fee due date is based on the scheduled commencement date of the unit/s.

Funded students may be required to pay resource fees. Resource fees are charges for materials that are considered essential to a course or unit of study, and which do not form part of the course fee. Applicable resource fees are detailed on the Stanley College funded webpage.

4.3.3 Domestic Students - Fee for Service

Domestic Fee for Services students will be charged the Fee for Service Course tuition fee.

4.3.4 International Students – Fee for Service

International students can only be enrolled in courses registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and they will be charged as per the International Course Fees.

4.3.5 Other / Additional Fees

Other Fees and charges that may be invoiced to a student include, but are not limited to:

- Application Fee
- Late Payment Fee
- Re-assessment Fee
- Re-enrolment Fee
- Re-print Testamur Fee
- Reinstatement Fee
- Uniform and Toolkits
- Materials Fee
- Accommodation Fee (optional)
- Accommodation placement Fee (optional)
- Overseas Student Health Cover (OSHC), for International Students only (payment to Stanley College is optional)

Details on Other/Additional Fees are included in the Offer Letter and Written Agreement as well as the Student Handbook.

4.4 Invoicing and Payment of Fees

4.4.1 Domestic Students - Fee for Service

Students will be invoiced for the full course fee, in monthly instalments (Course Fee ÷ Course Duration [months] = Monthly Instalment). The monthly instalment should not exceed $1,500, refer to the Course Guide.

Payments must be made by the due date, unless otherwise agreed as part of the Financial Hardship Payment Scheme.

Stanley College cannot accept pre-payment of tuition fees from Domestic Students exceeding $1,500. Domestic Students will be limited to paying monthly instalment, which cannot be pre-paid.

Where a student pre-pays the course fees in excess of $1,500 the pre-payment will be treated as an Overpayment as detailed in this policy.

4.4.2 International Students - Fee for Service

Students will be invoiced for the full course fee, as detailed in the Offer Letter and Written Agreement.

Tuition Fees are invoiced in instalments, per semester.

Payments must be made by the due date, unless otherwise agreed as part of the Financial Hardship Payment Scheme.

Stanley College does NOT require students to pay more than 50% of the total tuition fees for the course as part of the enrolment process. However, students may pay more than 50% of their total tuition fees before their course commences, if they so choose.

4.4.3 Domestic Students - Funded

Stanley College is required to provide publicly funded Students with an itemised enrolment statement of fees, invoice or receipt for any units of competency (UoC) they have enrolled in, including students undertaking fee free training as per the Purchase of Training Services Business Rules (clause 2.7h).

Course Fees and Charges are calculated in accordance with the DTWD VET Fees and Charges Policy for the applicable year. Fees are invoiced on a unit-by-unit basis and are payable at the commencement of the unit.

Students receive an Enrolment Statement of Fees listing all indicative unit fees at the time of enrolment, an individual unit invoice before each unit commences and fee reminders for any unit fees that become overdue.

4.4.4 Domestic Students - VET Student Loans (VSL)

VSL students pay the same total tuition fees as domestic fee-for-service students. Fees are divided equally among course units and invoiced per unit.

Students receive relevant notices/invoices at predetermined stages throughout their enrolment, fees are due for payment when the applicable census day for the unit is reached.

4.5 Allocation of Payments

Payments received will be allocated to the students outstanding account, from oldest to newest.

4.6 Overpayment of Fees

Any overpayment of fees will be applied to the students account as an 'OVERPAYMENT' and will be held in the designated Student Fee Trust Account, pending refund to the student. Refer to Refund and Cancellation Policy and Procedure.

4.7 Late Fees and Cancellation of Enrolment

- Late Fees are charged at $100 per month.
- Payments must be made by the due date as indicated on the Offer Letter and Written Agreement.
- If tuitions fees are not paid by the due date a late fee will be applied to the student's record. Funded, Traineeship, Apprenticeship, VET Student Loans and FeeHelp students are exempt from late fees.
- Stanley College reserves the right to trigger debt recovery processes via a debt collector, for fees overdue by more than 45 days.
- Students who have not paid their fees by the due date will be issued with a Final Notice and/or Notice of Intention to Cancel, requesting immediate payment of overdue Fees.

4.8 VET Student Loans and Funded Students

Where a domestic student who is undertaking a course that this Funded, or they have a VET Student Loan, fees are charged at per subject. Where students cancel their enrolments before the Census /

Withdrawal Dates the fee will be cancelled for that unit. If the student has paid for the unit, the student will be entitled to a refund.

4.9 Overdue Course Fees

Students with overdue course fees may incur penalties (refer 4.7), and may be restricted from:

- Student Portal
- Access Course materials via Canvas
- Access unit's results (via Canvas and/or the Student Portal)
- Obtaining Academic Transcripts, Qualifications, Statement of Attainments, Record of Results
- Stanley College may use an external debt collection agency to recover any outstanding payments of a student

4.10 Financial Hardship Payment Plans

In special circumstances students may be granted an extension or payment plan at the discretion of Stanley College, refer to the Guidelines for the Financial Hardship Payment Scheme.

4.11 Fee Adjustments

Students may receive fee adjustments under certain circumstances as detailed in the Student Fee Procedure, including:

- Discounts or Scholarships
- Course discontinuation
- Change of residency status

Students who repeat a course or unit will be charged based on the tuition fees associated with the year in which the course/unit will be undertaken.

4.12 Record Keeping

As part of the enrolment process Stanley College will collect information and data about students that is needed to administer their studies and that is required to determine eligibility for VSL and Funded courses.

Details of Fees and Charges are as detailed in the Offer Letter and Written Agreement, signed by the Student as part of the enrolment process. Where Additional Fees are payable by a student, the student will be provided with an Invoice, which clearly explains the additional fees.

Invoices, receipts, discounts and credits relating to a student are recorded in the Stanley College student management system, and available to the student via the Student Portal or on request.

4.13 Refund and Cancellation Fees

All Refund and Cancellation Fees are calculated in accordance with the relevant Refund and Cancellation Policy.

Students can submit a Complaint or Appeal relating to the calculation of their refund of cancellation fees, as detailed in our Student Complaint and Appeals Policy. This does not remove the students right to take action under Australia's consumer protection laws.

4.14 Fee Protection Mechanism

Stanley College protects the fees that are paid in advance by both domestic and international students.

Stanley College protects fees with a fair and reasonable Refund and Cancellation Policy and Procedure which is provided to students prior to enrolment. The conditions of the Refund and Cancellation Policy and Procedure are outlined in the Student Handbook, Offer Letter and Written Agreement and are published on our website. Students may also request a copy at any time.

4.14.1 Domestic Students - Fee for Service

- Stanley College does not require, or accept, payments for domestic students of more than $1,500 in advance. As detailed in this policy, tuition fees for domestic students are charged monthly.

4.14.2 Domestic Students - Funded

- Stanley College does not require, or accept, payments for domestic students of more than $1,500 in advance or relating to a future calendar year. As detailed in this policy, tuition fees for domestic funded students are charged per unit, as they commence the unit of study.

4.14.3 Domestic Student – VET Student Loans

- Stanley College pays into the Tuition Protection Service, provided by the Australian Government. The VET Student Loans (VSL) Tuition Protection Service (TPS) Levy in Australia is supported by the Department of Education. The levies are paid by VSL providers to protect students if their provider defaults.
- Students are only required to pay for units they commence and continue past the census date.

4.14.4 International Students – Fee for Service

- All course fees will be held in a separate protected monies account, which are only accessed as students commence their studies, in accordance with the ESOS Act.
- Stanley College pays into the Tuition Protection Service, provided by the Australian Government. The International Tuition Protection Service (TPS) Levy in Australia, is underpinned by the Education Services for Overseas Students 2000 (the ESOS Act). The levies are paid by CRICOS providers to the Overseas Students Tuition Fund (OSTF) to protect students if their provider defaults.
- Stanley College does not require international students to pay more than 50% of the course fee, up-front.

5. Roles and Responsibilities

- **Chief Financial Officer (CFO):** overall responsibility for the management of student fees and charges for all students detailed in this policy.
- **Accountant**: responsibility for the management of student fees and charges for all students detailed in this policy.
- **Finance Officer/Accounts Officer**: responsible for processing student fees and charges.
- **Academic Administrator Supervisor:** responsible for the management and processing of all fees and actions for DTWD funded students.

6. Policy Information

Policy Area	VET
Authorised Officer	Chief Financial Officer
Supporting documents, procedures, work guidelines and forms	Student Fee Procedure (VET) Admissions Policy (VET) Offer Letter and Written Agreement Student Handbook – International Student Handbook – Local Refund and Cancellation Policy and Procedure Enrolment Statement of Fees Credit Confirmation Form Ebecas How to Guide: Funded Students – New Student Review Funded Student Cancellation Fees Calculation Cancellation Confirmation Letter (Funded) - Refund Due Cancellation Confirmation Letter (Funded) Fees Owing
Audience	Public

7. Compliance Monitoring Summary

Overview	Frequency
Bi-Annual Review of the Trust Account Balance	July, December
Bi-Annual Review of Domestic Student Fees Paid Report	March, September

8. Link to Standards

8.1 Standards for RTOs 2025

Compliance Requirements / Credential Policy	Standards
Compliance Requirements	18. Pre-paid fee protection measures 1 (b), Requirements for other NVR registered training organisations (subsection 4 b)

8.2 ESOS Act

Part	Division	Sub - Division	Section	Standard
Part 3 – Obligations to registered providers	Division 2 – Tuition Fees	N/A	27 - Tuition Fees	(1), (2)
		N/A	28 - Obligation for registered providers to maintain account	(1), (2)
		N/A	29 - Obligations in relation to account moneys	(1), (2), (3), (4), (5), (6)