

Student Fee Policy (VET & ELICOS)

Version Number: 2.2

Effective Date: 1 July 2025

Review Date: 1 July 2026

Approved By: Gloria Seow

1. Purpose

This policy outlines Stanley College's:

- requirements for course fee charges and payments for all students detailed in this policy; and
- efficient collection and recording of monies owed to Stanley College by funded students who undertake courses funded by the WA State Government, as part of the Jobs and Skills WA program.

2. Scope

This policy applies to the following for international and domestic students:

- course fees; and
- staff.

This policy applies to the following for funded students:

- the fees payable by the student, which includes monies received by the Department of Training and Workforce Development (DTWD); and
- staff.

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	Department of Training and Workforce Development, a WA Government Department.
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.
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4. Policy Principles

4.1 International and Domestic Students

International and domestic student course fees are made up of:

- Application fee;
- Tuition fees;
- Materials fee;
- Accommodation placement fee (optional);
- Accommodation fee (optional); and
- International Students ONLY - Overseas Student Health Cover (OSHC) (payment to Stanley College is optional).

Any additional fees are as specified in the *Offer Letter and Written Agreement*, and the *Student Handbook (International/Domestic)* provided by Stanley College. Fees may be subject to change and students will be notified about changes of additional fees. Additional fees are not refundable.

The course fees, including tuition fees for each course, are reviewed annually and published on the Stanley College website.

For domestic students, in line with our regulatory framework, Stanley College will only accept a maximum payment of \$1000 before commencement of studies and no more than \$1500 per month

For international students:

- the course duration and fees for each course are as registered on CRICOS; and
- Stanley College does NOT require students to pay more than 50 per cent of the total tuition fees for the course as part of the enrolment process. However, students may pay more than 50 per cent of their total tuition fees before their course commences, if they so choose.

As detailed in the *Admissions Policy (VET & ELICOS)*, each student who is accepted to study at Stanley College will receive an *Offer Letter and Written Agreement*, which details the course fees and charges for their selected course/s of study.

Where a student decides to change their course, they will receive a new *Offer Letter and Written Agreement*. The fee for the new course will be published for the year they commence the new course.

4.2 DTWD Funded Students

Fees and charges for students undertaking publicly funded vocational education and training (VET) in Western Australia must be invoiced and collected in accordance with the provisions of the applicable DTWD VET Fees and Charges Policy.

For Stanley College, funded course fees are invoiced on a unit-by-unit basis, in accordance with DTWD VET Fees and Charges Policy of the relevant year. Each unit fee due date is based on the scheduled commencement date of the unit/s.

Stanley College will only require students to pay for units as they commence and will not accept prepaid fees in excess of \$1500, or for fees outside of the current calendar year.

Stanley College prepares a Funded Course Fee Table, which provides the required core and elective units delivered for each qualification.

The Student Fee Procedure – Funded Students (VET) covers:

- invoicing;
- student fees/invoicing process;
- census/withdrawal dates;
- receipting;
- credits;
- refunds and cancellations
- debt management; and
- banking.

4.3 Pre-Paid Fees

Where Stanley College receives prepaid fees from or on behalf of an individual in excess of \$1500 in relation to the same VET course (the threshold prepaid fee amount), it maintains prepaid fee protection measures.

Stanley College holds a current membership with the Tuition Protection Service (TPS). Where Stanley College is unable to provide services for which the individual has prepaid, it ensures that:

- the individual will be placed into an equivalent course at a location suitable to the individual and receive all services for which the individual has prepaid at no additional cost to the individual; or
- if an equivalent course cannot be found – the individual will be refunded the prepaid fees which are in excess of the threshold prepaid fee amount.

4.4 Record Keeping

Stanley College retains records of all *Offer Letters and Written Agreements* and receipts of payments made by students for at least 2 years after the person ceases to be an accepted student. This is completed using the Student Management system eBecas.

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.
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6. Policy Information

Policy Area	VET
Authorised Officer	Chief Financial Officer
Supporting documents, procedures, work guidelines and forms	Student Fee Procedure (VET & ELICOS) Admissions Policy (VET & ELICOS)

	Offer Letter and Written Agreement Student Handbook – International Student Handbook – Local Student Handbook – ELICOS Refund and Cancellation Policy – Domestic Students (VET) Refund and Cancellation Policy – International Students (VET & ELICOS) Request for Bad Debt Write-off Form Bank Reconciliation Form 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

Not yet determined.

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)