

17.6 VET FEES AND CHARGES POLICY

1. POLICY RATIONALE

This policy documents Amana Living Training Institute (ALTI) approach to ensuring compliance with the Vocational Education and Training (VET) fees and charges in accordance with the Department of Training and Workforce Development (DTWD) fees and charges policy.

2. POLICY STATEMENT

This policy applies to ALTI learners undertaking publicly funded vocational education and training (VET) at ALTI. This policy relates only to fees and charges for units commenced in 2025 irrespective of the date of enrolment or duration of the course. If any units have not commenced in 2025, these units must be charged according to the VET Fees and Charges Policy for the respective year and may incur an additional fee.

3. OBJECTIVES

The policy ensures clear guidance for all fees and charges applicable when completing VET courses at ALTI. The policy requires that:

- At enrolment learners are informed of the fees associated with the course
- For learners who may have difficulties in meeting their fees, ALTI will work with them to introduce appropriate arrangements to pay the amount outstanding.
- All documentation and conversations about learner's financial hardship will be kept according to ALTI's privacy policy.
- ALTI reserve the right to withhold the issuance of certificates where the course fees have not been paid in full.

4. DEFINITIONS

Vocational Education Training: provides people with the workplace skills and technical knowledge they need to meet current and future employment demands. VET is an alternative for those who prefer practical training over traditional college education.

Census: The census date is the date at which your enrolment is considered final.

5. KEY RESPONSIBILITIES

Head of ALTI: Consider and approve waiving of fees and refund and partial refund requests by considering personal circumstances of the individual and ensure these are documented by the Student Services team.

Student Services Team: Input all enrolments into JobReady for Training Manager to facilitate payment requirements. Ensure all fees are paid in full prior to issuing of certificates.

Training Manager: Facilitate all payment requirements

6. IMPLEMENTATION AND GUIDELINES

Payment Arrangements (all learners)

- Payment is expected within 21 business days of issue of invoice unless alternate arrangements have been made.
- To avoid delay in allocation of payments, invoice numbers are to be referenced in payments made.
- Once payments have been reconciled by Amana Living Training Institute, a receipt of payment will be emailed to learners.
- Where learners transfer to another RTO then fees collected are subject to the Department of Training and Workforce Development's Policy and Procedures between the two Registered Training Organisations - refer to Department of Training and Workforce Development's 'VET Fees and Charges in 2025' policy.

Payment Options

On enrolment, learners will take up one of the following options:

- Pay the full amount of fees and charges (if it is below \$1,500); or
- For learners on a traineeship, present a signed authority from the employer to invoice that employer for the course fees (and other charges as applicable) that relate to that participant. The signed authority will be provided to ALTI.
- Request approval to pay fees by instalments; or
- Learners who fail to take up one of the above options will not be deemed as participating in training.

Waiving of Fees

Following the Department of Training and Workforce Development's 'VET Fees and Charges in 2025' policy regarding Fee Waiver Guidelines, learners may make an application for fees to be waived on the grounds of severe financial hardship. Determination of severe financial hardship is determined on a case-by-case basis by ALTI. Learners are responsible for submitting the appropriate form and providing the required information. Consideration and determination of waiving fees will be decided upon by the Head of ALTI or delegate.

Concessions

ALTI will charge full fees, as per DTWD's Fees and Charges Policy 2025, however, the following learners are entitled to the concession rate on course fees subject to proof of eligibility:

- Persons, and dependents of persons, holding a pensioner concession card: a repatriation health benefits card issued by the Department of Veterans Affairs; or a health care card.
- Persons, and dependents of persons in receipt of services from the following Commonwealth support or employment services programs:
 - Workforce Australia; or
 - ParentsNext
- Persons and dependents of persons in receipt of AUSTUDY or ABSTUDY
- Persons and dependents of persons in receipt of the Youth Allowance
- Persons and dependents of persons who are inmates of a custodial institution
- Secondary school-aged persons, not enrolled at school.

For the Workforce Australia, or the ParentsNext program appropriate evidence of a learner's eligibility for concession is a letter from the Commonwealth services provider confirming the learner's participation in the program.

To be eligible for a concession proof of eligibility must be shown at the time of sign up/enrolment. If no proof is produced, full fees will be charged. If the concession is valid for the full enrolment period, then all eligible units the learner enrolls in within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units the learner enrolls in on or after the start date and prior to the expiry of the concession attract the concession rate.

Temporary Residents

Persons holding one of the following visa types are to be treated as Australian residents for fee charging purposes and are also eligible for fee waivers and concessions:

- holders of a sub-class 300, 309, 444, 445, 461, 785, 790, or 820 visa;
- secondary holders of a temporary visa of sub-class 188, 457, 482, 489, 491 or 494 visa;
- holders of a Bridging Visa E (subclasses 050 and 051) where the visa holder has made a valid application for a visa of subclass 785 or 790;
- Ukraine citizens who are holders of a visa sub-class 449 or 786;
- Afghan citizens who are holders of a visa sub-class 449; and
- holders of a bridging visa who are eligible to work, and who have made a valid application for a subclass 866.

Targeted Fee Relief Courses

Western Australia signed the National partnership for the JobTrainer Fund with the Commonwealth Government to provide low and fee-free training to youth and jobseekers. Under the agreement, the following entitlements are available to learners who enrol in a Category 5 – Targeted Fee Relief course:

- Maximum course fee for non-concession learners in 2025 is \$1,200.
- For concession learners and youth, the maximum course fee for 2025 is \$400.

Fee Free Training

From 1 January 2025, and continuing for 2025, a number of full qualifications and short courses skill sets across a range of priority industry areas will be fee free.

Learner eligibility:

- Open to all learners that are eligible for public funding, except enrolled secondary school learners
- All new start traineeships are included in this program.
- Existing Worker Traineeships are excluded from this program.
- Continuing learners can access fee free settings from 1 January 2025.

Refunds Policy

Refunds may attract an administration fee of \$50.

Full Refund

To be eligible for a full refund a request must be made in writing by the learner to the Registered Training Organisation's Head of ALTI before the nominated census date.

Census Date

The census date is set at 6 calendar months after the commencement of the unit as indicated on the individual Statement of Course provided after enrolment. This timeframe has been deduced from our estimated period of enrolment, which is approximately 12 months for qualifications.

Partial Refunds

Partial refunds will only be considered if learners withdraw for reasons of personal circumstances beyond their control. For example, serious illness resulting in extended absence or injury or disability that prevents the learner from completing their program of study. In all cases, relevant documentary evidence (e.g., medical certificate) will be required. Consideration and determination for partial refunds will be made by the Head of ALTI.

Learners who withdraw prior to census/withdrawal date for a unit will be eligible for a full refund of the course fee for the unit and 50% of the associated resource fee.

If a Trainee opts to change a unit of competency (within 48 hours of signing the Training Plan Outline) to a unit of lesser nominal hours, there will be no reduction in fees. ALTI reserves the right to charge a fee of \$50 to cover the administrative costs incurred in making the changes.

Indicative Course Fees for Traineeship/Priority Industry Training Program/Participation – Work Readiness

The maximum course fee for non-concession learners undertaking a targeted fee relief course in 2025 is \$1200. For concession learners and youth, the maximum course fee for undertaking a targeted fee relief course in 2025 is \$400.

These maximums apply per course in 2025:

Code	Title	Nominal Hours	Course Fees	Concession Fees
CHC33021	Certificate III in Individual Support Ageing Specialisation	838	\$0	\$0
CHC33021	Certificate III in Individual Support Disability Specialisation	808	\$0	\$0
CHC42021	Certificate IV in Community Services	653	\$0	\$0
CHC43121	Certificate IV in Disability Support	555	\$899.10	\$266.40
CHC43015	Certificate IV in Ageing Support	830	\$0	\$0
HLT33021	Certificate III in Allied Health Assistance	588	\$0	\$0
HLT43021	Certificate IV in Allied Health Assistance	1023	\$1,200	\$400

Indicative Course Fees Existing Worker Traineeship Program

An existing worker is defined as a person employed with the same employer continuously for more than three months, full time or 12 months casual or part time, or a combination of both, immediately prior to the commencement date of a training contract.

Code	Title	Nominal Hours	Funded Course Fees
CHC33021	Certificate III in Individual Support (Ageing Specialisation)	838	\$1,357.56
CHC33021	Certificate III in Individual Support (Disability Specialisation)	808	\$1,308.96
CHC42021	Certificate IV in Community Services	653	\$3,780.87
CHC43015	Certificate IV in Ageing Support	830	\$1,344.60
CHC43121	Certificate IV in Disability Support	555	\$3,213.45
HLT43021	Certificate IV in Allied Health Assistance	1023	\$5,923.17

Recognised Prior Learning Fee

An application for Recognition of Prior Learning can be made for individual units or whole qualifications will be charged at a maximum of \$85 per unit with no resource fee applicable to this application. The cost of the application will be at the discretion of the Head of ALTI.

Resource Fees

A resource fee is a charge to a student for materials that are considered essential to a course or unit of study, and which are not considered to form part of the course fee. Materials are considered to be the things needed to undertake the course or unit of study and may include products used in the course of instruction.

The resource fee covers materials purchased by the training provider that are necessarily consumed or transformed by students undertaking the course or unit of instruction during the period of enrolment. The effective life of the materials is limited to the duration of the course or unit.

ALTI does not charge resource fees.

For details of other Incidental Fees refer to Department of Training and Workforce Development VET 'Fees and Charges in 2025' Policy, www.dtwd.wa.gov.au

Administration and callout fees may apply to cancellations.

Non-attendance fees will be charged at the RTOs discretion where a learner fails to give more than 48 hours' notice of their intention not to attend a scheduled class.

Other Fees and Charges	Cost
Training Record Binder	No Charge
Credit Transfer	No Charge
Replacement of Training Record	\$50
Administration Fee	\$50

7. RELEVANT LEGISLATION

Registered Training Organisation Standards 2015

Government of Western Australia Department of Training and Workforce Development VET Fees and Charges Policy 2025

8. REFERENCES

Support for Learners Policy

Fee Waiver Application Form

Privacy Notice

Learner Handbook

CONTROLLED DOCUMENT – RECORD OF APPROVAL

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This policy will be reviewed by the author or responsible department prior to the Date Due for Review displayed below.

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