



Client engagement system

Additional/Incidental Fees Policy

The following fees relate to students undertaking a course leading to a VET (Vocational Education and Training) award. List of incidental fees allowable as per Chapter 8 the VET Provider Guidelines

What is the charge for?		How much is the cost?
ID Card Replacement	Fine or penalty	\$20
Replacement Testamur	Fine or penalty	\$40
Replacement or additional Transcript	Fine or penalty	\$15
Replacement locker key	Fine or penalty	\$15
Additional or re-scheduled visit to practicum workplace centre by teachers for the purpose of assessing students on practicum placement (initial visit is included in normal tuition fees)	Fine or penalty	\$200
Late withdrawal fee **	Fine or penalty	\$1000

All other charges that are not tuition fees and are not identified above:

What is the charge for?	How much is the cost?
Uniforms - (Children's Services courses) – incidental cost (uniforms may be purchased elsewhere)	\$110
First Aid Course – (Children's Services courses) – incidental cost (course may be undertaken externally)	\$150
Locker Hire (incidental cost, not compulsory)	\$20
Textbooks (Business courses), (course requirement) - additional cost (may be purchased elsewhere)	\$650 (approx)
Textbooks (Children's Services courses) – (course requirement) - additional cost (may be purchased elsewhere)	\$500 (approx)
Consumable Costs (may be purchased elsewhere)	\$75

** Late Withdrawal Fee

- If a student withdraws enrolment after the last day to withdraw from a Unit of Study (normally at the end of Week Two in the term i.e. the * Administration Date) but before the census date, a \$1000 withdrawal fee will be retained by or due to the College. All remaining tuition fees will be refunded

* (Please note that the Administration Date for all units of study are published on the College' website)

- If the student withdraws from the Unit of Study after the census date, the full amount of the tuition fee for the unit of study will be retained by or due to the College; OR the student will incur the VET FEE-HELP debt for the full tuition amount.