

Albury Wodonga Community College is committed to levying and refunding student fees and charges in a transparent, fair and equitable manner. We are also committed to ensuring that students get what they pay for – the delivery of quality training and assessment services. Albury Wodonga Community College offers a variety of funding options which provide our students with the opportunity to engage in affordable training.

The following sections of this Student Fees and Charges Policy and Procedures outline how we charge, collect and refund fees and charges to students and the funding available through Albury Wodonga Community College to eligible students.

Albury Wodonga Community College reserves the right to amend this Student Fees and Charges Policy and Procedures at any time and will notify you by posting an updated version of this Student Fees and Charges Policy on our website.

If you would like further information in relation to the Student Fees and Charges Policy and

Procedures or the applicable fees and charges, please contact Albury Wodonga Community College:

Head Office:

Address: 63 High Street Wodonga Vic 3690

Phone: 02 6043 8200

Email: reception@awcc.edu.au

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1. FEES AND CHARGES

Albury Wodonga Community College levies fees to students at the time of enrolment. The fees charged will vary depending on the qualification/units of competency/modules, location of training, and eligibility for funding and individual circumstances at the time of enrolment.

The types of fees and charges levied by Albury Wodonga Community College include:

- 1.1 Tuition fee
- 2.1 Charges for additional services
- 3.1 Recognition of prior learning (RPL) fee

1.1 TUITION FEE

Albury Wodonga Community College charges a tuition fee payable by a student for the provision of training and assessment services.

The tuition fee includes the issuance of a Student Card, original certificate and record of results or Statement of Attainment upon completion of the qualification/units of competency/modules. If a student requires a replacement Student Card or reprint of their certificate, statement of attainment after completion, this will be subject to a charge as detailed below under section 1.2 Charges.

The training and assessment resources are included in the tuition fee and no separate materials fee is charged. However, if a student misplaces their training and assessment resources and requires a replacement, the student must pay a charge as detailed below, prior to the training and assessment resources being reissued to the student.

In some courses the resource is provided electronically as an e-book on an e-reader or tablet. Students who prefer to have a printed copy of the text pay an additional charge as detailed below.

GOVERNMENT SUBSIDISED TUITION FEE

A Government subsidised tuition fee is charged to students who are eligible for government subsidised training for the provision of training and assessment services. A Government subsidised tuition fee is a contribution by a student to their training which is considerably reduced because the Government has subsidised a portion of the tuition fee. The Government subsidised tuition fee charged will vary depending on the funding available, location of training, the qualification/units of competency/modules and individual circumstances at the time of enrolment.

Further information in relation to the Government subsidised tuition fees charged under the available funding is set out below in:

- Section 2.1 - Skills First Program (Victoria)
- Section 2.2 - Smart & Skilled (NSW)
- Section 2.3 Indie School

A student may be entitled to a reduction in their fees if they qualify as a concession under the relevant funding requirements.

Other government funding and subsidised programs arise from time to time. Albury Wodonga Community College will inform each student of any further available funding opportunities at the time of enrolment.

FEE FOR SERVICE TUITION FEE

A fee for service tuition fee is charged to students who are ineligible for Government funding. The fee for service tuition fee charged will vary depending on the qualification/units of competency/modules, location of training and individual circumstances at the time of enrolment. There is no concession rate for fee for service fees.

1.2 CHARGES

Albury Wodonga Community College may levy the following charges for the provision of additional services.

Service	Charge (GST incl)
Reprint of certificate / statement of attainment	\$30
Additional or replacement tools or text books	At cost price
Replacement of Student Card	\$10

Note: Where required Working With Children Check and/or National Policy Check required for work placement are to be independently obtained by the student and do not form part of the tuition.

1.3 RECOGNITION OF PRIOR LEARNING

Albury Wodonga Community College charges a tuition fee for each Unit of Competency / Module or Unit of Study for recognition of prior learning (RPL) equivalent to the tuition fee charged for that Unit of Competency / Module or Unit of Study to a non-RPL fee-for-service student.

Albury Wodonga Community College do not charge any services fee or materials fee for RPL.

2. FUNDING

Albury Wodonga Community College offers a variety of funding options depending on a student's eligibility, location, qualification/units of competency/modules and individual circumstances at the time of enrolment. Albury Wodonga Community College will determine a student's eligibility to access the available funding options at the time of the pre-enrolment interview and in accordance with the requirements of the applicable funding arrangements.

Students may access eligibility calculators for both NSW and Victorian funding via our website (www.awcc.edu.au). However, it should be noted these calculators provide a general outcome based on minimum information input. The full criteria provided by you at the time of your pre-enrolment interview will accurately determine your funding eligibility.

2.1 SKILLS FIRST (VICTORIA)

The Skills First Program is an entitlement for eligible individuals to Victorian government subsidised training in a vocational training course delivered in Victoria. Albury Wodonga Community College is contracted with the Victorian Government to deliver training under Skills First. Albury Wodonga Community College must assess a student's eligibility for Skills First and collect supporting evidence of a student's eligibility prior to course commencement. If a student is eligible, the Victorian Government will contribute to the cost of the student's training course.

To be eligible for Skills First funding you must meet the government's citizenship/residence requirements and at least one of the following:

- an Australian citizen;
- a holder of a permanent visa;
- a New Zealand citizen;

AND

- As of 1st January in the year of commencement of training be either:
- Under 20 years of age, and enrolling in nationally recognised training or enrolling in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning;
- Over 20 years of age, and enrolling in nationally recognised training in a Foundation Skills List course;
- Over 20 years of age, and enrolling in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

In addition meet the following points:

- Only commence a maximum of two courses subsidised through the *Skills First* Program in a calendar year. Where an individual is enrolled in a course(s) that is scheduled to commence at a later date in that calendar year, this course(s) must be counted for the purpose of this clause when assessing eligibility;
- Undertake a maximum of two courses subsidised through the *Skills First* Program at any one time;
- Commence a maximum of two government subsidised courses at the same level within the AQF in their lifetime; and
- Commence a maximum of two government subsidised accredited courses with the title 'Course in...' in their lifetime.

Skills First Concession criteria:

Hold a current and valid:

- (H) Health Care Card issued by the Commonwealth – or be a dependent spouse or dependent child of card holder; or
- (P) Pensioner Concession Card - or be a dependent spouse or dependent child of card holder; or
- (V) Veterans Gold Card; or
- (O) Other;
 - Back to Work Learners without concession cards who are studying at a TAFE; or
 - Asylum Seekers without a concession card; or
 - Indigenous Students without a concession card.

Victorian Funded Students:

Course Code	Qualification Name	Standard Fee	Concession Fee	Resources & Amenities	Fee for Service
22476VIC	Certificate I in General Education for Adults (Introductory)	\$25	\$5	\$0	Enquire
22472VIC	Certificate I in General Education for Adults	\$25	\$5	\$0	Enquire
22473VIC	Certificate II in General Education for Adults	\$25	\$5	\$0	Enquire

*A schedule of indicative fees under Skills First is available on our website or located at <https://www.skills.vic.gov.au/victorianskillsgateway/students/pages/vtg-eligibility-indicator.aspx?Redirect=1>

2.2 SMART & SKILLED (NSW)

Smart and Skilled is an entitlement for eligible individuals to New South Wales government subsidised training in a vocational training course. Albury Wodonga Community College is contracted with the NSW Government to deliver training under Smart and Skilled. Albury Wodonga Community College must assess a student's eligibility for Smart and Skilled and collect supporting evidence of a student's eligibility prior to course commencement. If a student is eligible, the NSW Government will contribute to the cost of the student's training course.

Eligibility for Smart and Skilled funding:

- Be an Australian Citizen, a permanent Australian Resident, a humanitarian visa holder or a New Zealand Citizen and,
- be aged 15 years or older, and
- live or work in New South Wales, and
- no longer be at school or equivalent.

Note: Aboriginal and Torres Strait Islander students who do not live or work in New South Wales but live in specific defined interstate NSW border areas are eligible.

Smart and Skilled Concession criteria:

- A student who falls into one of the following categories will qualify for fee free training:
- Australian Aboriginal and/or Torres Strait Islander.
- Student with a Disability.

- Dependent child, spouse or partner of a recipient of a Disability Support Pension.
- Refugee or asylum seeker.
- Recipient of a Fee-Free Scholarship.
- Studying under the Entitlement Foundation Skills Program.

Entitlement Foundation Skills Programs eligible for Fee Free:

- 22476VIC – Certificate I General Education for Adults (Introductory).
 - 22472VIC – Certificate I in General Education for Adults.
 - 22473VIC – Certificate II in General Education for Adults.
- <https://smartandskilled.nsw.gov.au/>

2.3 INDIE SCHOOL

Indie School is a registered and accredited non-government school which provides alternative education for young people aged 15 – 19 years old. Currently offering Years 9, 10, 11 and 12; SIT10216 - Certificate I in Hospitality, ICT20115 Certificate II in Information, Digital Media and Technology; SIT20416 - Certificate II in Kitchen Operations and CHC22015 Certificate II in Community Services

As per Indie School Student – curriculum will vary pending on Campus. Handbook - In the interest of making education accessible there are no student fees payable in 2021. Potential students. Excursions and some other activities may incur a charge, that is payable by the student.

NB: Please see website for full list of courses offered which vary depending on State and Campus.
<https://www.indieschool.edu.au/>

3. PAYMENT

All students are required to pay to Albury Wodonga Community College the applicable tuition fee, prior to course commencement.

Students who do not pay their tuition fee and any applicable charges in accordance with the Student Fees and Charges Policy and Procedures or who fail to make payment of any invoice within the payment terms specified on the invoice may be excluded from class.

NB: A certificate, Statement of Attainment or record of results will not be issued to a student until all fees and any applicable charges are paid in full.

3.1 INVOICES

Albury Wodonga Community College will provide all students with an invoice (where applicable) Statement of Fees with a breakdown of tuition fees and any government fund (if eligible).

3.2 PAYMENT IN PERSON OR OVER THE PHONE

Students may pay their fees and charges in person by cash, cheque, electronic fund transfer, debit card or credit card by attending Albury Wodonga Community College Head Office. Albury Wodonga Community College only accepts payment by credit card using VISA or MasterCard.

Alternatively, students may make payment over the phone using a credit card by calling Albury Wodonga Community College during business hours on 02 6043 8200.

3.3 PAYMENT BY CHEQUE

Cheque payments must be made payable to Albury Wodonga Community College and mailed to:
Albury Wodonga Community College
PO Box 129
Wodonga Vic 3689

3.4 PAYMENT BY ELECTRONIC FUNDS TRANSFER

Students may pay their fees and charges by making a direct deposit into Albury Wodonga Community College's bank account.

Students must ensure they include their surname and invoice number in the description when making payment by electronic funds transfer (EFT). Failure to do so may result in a delay in recognising the payment and/or the inability to reconcile a payment.

Payment by EFT may be made to the Albury Wodonga Community College Ltd account:

Commonwealth Bank BSB: 063 534
Account No: 10404669
Reference: (your name/invoice number)

4. REFUNDS

As a student purchasing training and assessment services from Albury Wodonga Community College, you have consumer rights under the Australian Consumer Law. Albury Wodonga Community College has a statutory cooling off period of ten days from the date of enrolment for refund of tuition payments.

An amount of \$150 to cover administration costs, is included in the deposit. If the student withdraws from the course at any time, they will forfeit this amount. If the total course fee is less than \$150, this fee is required in full prior to course commencement.

As Victorian subsidised learners is less than the standard administration charge of \$50, no refund is payable to students withdrawing from courses.

Any refund made by Albury Wodonga Community College will be issued by cheque made payable to the paying entity.

Visit the Federal Government's Australian Consumer Law website at www.consumerlaw.gov.au for more information on your consumer rights.

5. COURSE CANCELLATION OR CESSATION

If Albury Wodonga Community College cancels or is unable to offer a course which has not yet commenced and for which a student has made an advance payment of fees and any applicable charges, Albury Wodonga Community College will refund in full the fees and any applicable charges (including any services fee and materials fee (provided the materials are returned to Albury Wodonga Community College in their original condition)) paid in advance by the student upon receipt of an application for a refund under section 4 above.

If Albury Wodonga Community College cancels, ceases or is unable to continue to offer a course which has commenced and for which a student has made a payment of fees and any applicable charges, Albury Wodonga Community College will refund a portion of tuition fee or fee for service fee paid by the student for any unit of competencies/modules that were not completed by the student in full upon receipt of an application for a refund. Any services fee or materials fee will not be refunded once training has commenced, regardless of whether Albury Wodonga Community College cancels, ceases or is unable to continue to offer a course.

6. STUDENT INITIATED WITHDRAWAL

A student may withdraw from a course prior to or after course commencement. All withdrawals must be notified in writing to Albury Wodonga Community College in accordance with the withdrawal procedure set out in the Student Handbook available at the Albury Wodonga Community College's High Street Wodonga campus and on our website.

7. COMPLAINTS AND APPEALS

A student may raise a complaint or make an appeal in relation to eligibility for funding or refunds in accordance with Albury Wodonga Community College's Complaints and Appeals Policy available at Albury Wodonga Community College's High Street, Wodonga campus and in our Student Handbook on our website.