

Fees and Charges Policy

Djerriwarrh Community & Education Services (Djerriwarrh) endeavours to offer education and training opportunities to all people in the community including those on low incomes and those in need of social support.

Djerriwarrh aims to ensure that its services are accessible to as many members of the community as possible by offering courses at competitive rates.

Details of fees and charges for education and training courses offered by Djerriwarrh are provided to students prior to enrolment and are available on the Djerriwarrh website.

Fees and charges are payable in advance. For courses with costs that exceed \$1,000 Djerriwarrh will accept advance payments of no more than \$1,000 at a time prior to the commencement of the course. The RTO may accept payment of no more than \$1,000 from each individual student prior to commencement of the course. Following course commencement, the RTO may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500. Where an applicant experiences difficulties in meeting course costs, a written application can be made to the Education Manager for other payment options.

For accredited education and training funded by the Department of Education and Training, tuition fees are set in accordance with the Guidelines About Fees. Students will be provided with a Statement of Fees and evidence will be kept on student files to support fee waivers and concessions granted.

For other Federal or State government funded education and training programs, fees, if any, are set according to contract requirements specified.

Students may be charged the actual cost of goods or materials if they are to be kept for their own personal use and for excursion and/or field trips. If this applies to the course, information regarding the cost of the goods or materials will be provided to students before enrolment. Students have the option of purchasing such goods or materials from other sources.

If an amenities fee is charged, the details of the fee will be provided to students before enrolment.

As a not for profit organisation and a registered community based training provider, vocational education courses do not incur GST. Any hobby courses will incur GST.

Associated Policies	PO 019 Financial Management Policy PO 032 Fees Refund Policy
Associated Procedures	
Other associated documents Internal	DO 031 Djerriwarrh Fee Schedule
Relevant Legislation	Competition and Consumer Act 2010 Privacy Act 1988 Privacy & Data Protection Act 2014
Other associated documents External	VRQA Guidelines AQTF Guidelines About Fees (DET) Skills First Program