



## VET Student Loan Fees Policy and Procedure

### **Overview**

Students may access VET Student Loans to obtain a loan for course tuition fees. As VET Student Loans may only cover tuition fees, any other fees and charges must be borne by the student. The requirements around other fees that are incidental to study are to help ensure that any upfront costs to students are kept to a minimum and to what may reasonably and fairly be charged to a student.

### **Definitions**

For the purposes of this document the following applies:

**The Act** refers to the *VET Student Loans Act 2016*

### **Determining tuition fees**

Perth College of Beauty Therapy determines the tuition fees for each approved course it offers.

In determining tuition fees, Perth College of Beauty Therapy will not have regard to any of the following:

- any matter related to the manner or timing of payment of tuition fees by students or payment of loan amounts by the Secretary to the provider (for example, different fees should not be charged based on whether a student pays upfront or requests a loan or pays prior to a certain date before the census day)
- fees payable for anything other than student access including student entry, administration, tuition or assessment for a course
- fees payable for goods and services whether essential to the course or not, or any fine or penalty that may be imposed on a student

Tuition fees are determined by the Chief Executive Officer.

### **VET Student Loan statement of covered fees**

Where Perth College of Beauty Therapy enrolls a student in a VSL enabled course, PCBT's administrative staff will provide the student with a written statement as to whether or not the enrolment is accepted on the basis that some or all of the tuition fees for the course will be covered by a VET student loan.

### **Providing and publishing fee information for students**

Perth College of Beauty Therapy will ensure that before enrolling a student in an approved course, the student is provided with information about the tuition fees for the course and any other fees other than tuition fees that are payable for the course.

Perth College of Beauty Therapy's Marketing and Admissions Officer will publish tuition fees on our website (<https://perthcollege.com.au/vet-student-loans/>) in a readily accessible way no later than the day before a student enrolls in a course (on the basis that some or all of the fees are covered by a VET student loan).

### **Giving the Secretary a list of fees**

Perth College of Beauty Therapy is required to give to the Secretary of the Department of Employment, Skills, Small and Family Business via the My Skills website ([www.myskills.gov.au](http://www.myskills.gov.au)), in VET Student Loan Fees Policy and Procedure

Version: 3.0

Implemented: 30<sup>th</sup> August 2019

To be reviewed: 30<sup>th</sup> August 2021

Responsibility: Campus Manager

RTO Code: 0249, CRICOS Provider Code: 03282E

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relation to each approved course it offers, a list of fees charged for the course including the tuition fees for each part of the course. The Marketing and Admissions Officer will update this list whenever there is a change to the fees charged for the course. The Marketing and Admissions Officer must update this list by 1 December of each year or prior to enrolling students in an approved course, whichever is the earlier.

### **Fees other than tuition fees**

Prospective students are informed of all tuition fees for an approved course including fees other than tuition fees, prior to and at enrolment. The Marketing and Admissions Officer is responsible for ensuring prospective students understand the following with regards to fees other than tuition fees:

- That the fees are not for tuition
- The purpose of the fees
- The student's total liability for the fees
- When and how the fees are to be paid

### **Fees periods**

Perth College of Beauty Therapy's fee periods for each approved course are published on its website <https://perthcollege.com.au/vet-student-loans/>

### **Variations to tuition fees**

Perth College of Beauty Therapy will only vary a published tuition fee for an approved course or a part of a course:

- If the Secretary has given written approval of the proposed variation, or
- If the change:
  - Occurs before the published census date; and
  - Does not disadvantage students enrolled in, or seeking to enroll in that part of the course; and
  - Is necessary to correct an administrative error or deal with a change in circumstances

Where there is a variation to tuition fees, Perth College of Beauty Therapy will publish the varied information on our website as soon as practicable after making the decision.

The Marketing and Admissions Officer is responsible for implementing the variation to tuition fees process, under the direction of the Chief Executive Officer.

### **Variations to tuition fees that disadvantage students**

Perth College of Beauty Therapy will vary its tuition fees where it disadvantages students only if the Secretary of the Department has approved its request to vary tuition fees.

The request from Perth College of Beauty Therapy must be via HITS and the online enquiry form and include:

- the name of the affected unit of study and unit of study code
- the course to which the unit forms a part
- what change is being made
- details of when the provider first became aware of the need to change
- the commencement date for the unit
- the current census day for the unit



- the current tuition fee
- the intended increase in the tuition fee
- the last day a person may enrol in the unit without incurring the increase
- the number of students who are eligible for VET Student Loans and enrolled in the unit of study
- whether the students have been advised of the possible variation, and
- why the Secretary should approve the request.

The Secretary will give written notification of the decision, and until this time Perth College of Beauty Therapy will not vary its fees.

### **Publication**

This *VET Student Loans Fee Policy and Procedure* will be made available through publication on the College website [www.perthcollege.com.au](http://www.perthcollege.com.au).