

2.4 Student Fees Policy

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Student Fees Policy

Fees and charges

The College, through its commitment to the provision of lifelong, life-wide learning, will set and adjust fees charges according to identified need. It is the intent of this policy to ensure ongoing access and availability of community learning opportunities and that these opportunities remain affordable to the population. Moreover, this policy exists in parallel to the requirements of the Standards of Registration for Registered Training Organisation's (RTOs).

To this end, the setting of fees and charges will remain dependent upon a number of factors. These factors align to organisational strategic direction. Additionally, strategy development primarily involves the provision of learning opportunities which align with contextual community development needs. In pursuit of these strategies, the college will determine and amend fees and charges. Furthermore, alteration to set fees may occur in the absence of notice.

Procedure

Payment of fees

The college offers a range of options to process financial transactions for college service fees and charges (Activities). The College will receive payments for services via payment of Cash, Electronic Funds Transfer (EFT), MasterCard and VisaCard. Additionally, Business customers are provided additional payment options through the provision of accounts which enable the business to be invoiced for college activities. Business entities are also provided with the additional payment option through payments made via Bank Cheque. The college also offers a direct debit system (Ezy Pay ®) to facilitate access to college activities through the staged payment of fees.

Activity fees less than \$1,500.00

Where an activity fee is less than \$1,500.00, the college will require the fee to be paid in full prior to commencement of the nominated activity. Or the student must engage in a mutually agreed payment plan provided through (Ezy Pay ®)

Activity fees exceeding \$1,500.00 and or Smart and Skilled part funded training activity

Where an activity fee exceeds \$1,500.00, or is a NSW Government (Smart & Skilled) part funded qualification the college will not charge students in advance for services in increments of more than \$1,000. However, The College must receive payment or have a contractual commitment (Ezy Pay ®) for the initial payment amount as determined by the agreement reached with the college. Additionally, first instalment amounts must be paid or a contractual commitment to pay to the college after the cooling off period expires.