

# Student Charging and Collecting Fees Procedure

## Purpose

The purpose of this procedure is to outline how IMVC charges and collects fees for its courses and or programs, including but not exclusive to; Accredited Certificate, Accredited Short Courses, Pre-accredited Courses and Senior Secondary Programs.

## Procedure

The setting of tuition and associated fees will be undertaken by the Executive Officer and Deputy Executive Officer in October each year for the following year, and on a case by case basis, subject to Department guidelines and market conditions.

At the pre-enrolment interview the pre-enrolment interviewer will ascertain whether the individual is eligible for Skills First government subsidy, is a concession student or Fee for Service student. From this the individual fees will be ascertained and noted on the student's Statement of Fees form.

Once the student is enrolled the Statement of Fees form will be given to the Corporate Services Manager.

An invoice will be created and sent to the contact name and address as per the student's Statement of Fees.

The invoice will also outline the conditions of payment (Direct Deposit, Cheque, Credit Card)

### Skills First and concession students

Students who are eligible for Skills First funding or are regarded as concession students will be required to complete payment for their course or program by twenty-five percent (25%) of the way through their program, provided the total course fees do not total more than \$1,500. If more than \$1,500 the Corporate Services Manager, will adjust the students payment plan, to ensure than no more than \$1500, is kept in advance at any one time.

### Fee for Service students

Fee for Service students will be required to complete payment for their course or program by seventy-five percent (75%) of the way through their program, provided the total course fees do not total more than \$1,500. If more than \$1,500 the Corporate Services Manager, will adjust the students payment plan, to ensure than no more than \$1500, is kept in advance at any one time.

## **Payment plans**

If an individual request a payment plan and or fee reduction or fee waiver, they are required to complete a "Request for a Payment Plan or Request for Concessions/ Tuition waivers/ Exemptions Form. (See Student's Concessions, Fees, Charges and Refunds Policy, Request for Payment Plan and Request for Concessions/ Tuition waivers/ Exemptions Forms). Students who are paying their fees via a payment plan will be required to complete all payments thirty (30) days prior to the end of their course/program.

When charging a materials fee, students will have the option of purchasing equivalent materials that can be sourced externally if they choose to. In this circumstance, the materials fee would be reduced accordingly.

If the student's application for Credit Transfer is successful these students will be credited by the Corporate Services department.

In the event of late payments, students will be followed up by the Corporate Services Manager (please refer to the Debts Recovery Policy and Procedure).

## **Accounts & Records**

The accounts and records kept by the Corporate Services department clearly distinguish income and expenditure for fee for service training from government subsidised training.

The Corporate Services department maintains a separate general ledger account to record receipt of income from fees for tuition and the payment of refunds of tuition fees.

IMVC's RTO Administration Team will keep records, including evidence, to support any claim for a contribution towards revenue foregone as a result of granting concessions or waivers/exemptions (see Record Management Policy & Procedure).