

Receipt of Fees
Policy Number: OSS002

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Policy Name	Receipt of Fees
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Related Policies	OSS003

Policy

SkillsLink Training is accountable to its members and the community for its collection, receipt and refund of course fees. All handling of monies is in accordance with standard accounting practices.

All fees for courses will be receipted in accordance with this policy. A Tax Receipt will be issued for all fees paid.

A place in a course will be accepted only if a deposit or full fee is received.

Course fees are to be finalised no later than four (4) working days prior to the commencement of the course unless an agreement for an alternate payment schedule has been entered into. The CEO must approve any change to the payment schedule for fees.

Fee protection for students

Course fees are protected under Standard 7 (Clause 7.3) of the Standards for Registration Training Organisations (RTOs). Student fees paid in advance will not exceed \$1,500 prior to a student commencement.

For a qualification offered under Smart & Skilled, student fees paid in advance may not exceed \$1,500 prior to a student commencement.

Following course commencement, the maximum amount payable **in any one payment for services yet to be delivered** may not exceed \$1500.

Fees Agreement

Course fees may be paid in instalments according to an agreed payment schedule. By entering a Fees Agreement the student is committing to pay the full course fee which must be paid in full prior to the completion of the course.

Procedure

When fees are received by the College they are to be receipted immediately. The number of the receipt is to be entered on the enrolment form and in the student management system.

Course fees are maintained as a separate income item in the Profit and Loss Journal and reported monthly to the Management Committee meeting.

Fees are to be banked regularly so that cash does not accumulate on the premises. The use of online payments and/or EFTPOS is encouraged to reduce cash handling risks.

Smart & Skilled Fees:

SkillsLink Training is aware of its contractual responsibilities under Smart and Skilled with regard to Fee administration requirements. To ensure compliance with the requirements we have put the following procedures in place:

- All information regarding fees to be paid by student will be supplied individually on enrolment on completion of the Notification of Enrolment Process. These will be as calculated using the Provider Calculator.
- For a qualification offered under Smart & Skilled, student fees paid in advance may not exceed \$1,500 prior to a student commencement.
- Following course commencement, the maximum amount payable **in any one payment for services yet to be delivered** may not exceed \$1500.
- Students will be notified of any schedule of payments on enrolment.
- Students will be notified of any additional equipment costs prior to enrolment
- Any fee schedule will ensure that all fees are paid in full prior to completion of training and assessment
- All fees collected will be retained by SkillsLink Training.
- Where applicable (i.e. under certain Awards) the employer will pay the fee for certain Apprenticeships and Traineeships
- No extra fees will be charged to students under a sub-contacting arrangement.
- Students will be entitled to two attempts to complete a unit of competency without additional cost. Any further attempts will incur a charge which will be at the discretion of the Provider.
- Fees will be adjusted to reflect any RPL or CT and if necessary refunds will be made.