

# Fees Policy



## SECTION 1

### 1. Purpose

- 1.1 Fees and charges for students undertaking vocational education and training (VET) must be charged and collected in accordance with the provisions of the Standards for Registered Training Organisations 2015, VET Student Loans Act 2016, Skills First Contract, Smart and Skilled Fee Administration, and DTWD Fees and Charges Policy. This policy describes various types of fees charged by the Institute of Health and Nursing Australia (IHNA) for educational and other services provided.

### 2. Scope

- 2.1 This policy applies to all courses delivered by IHNA.

### 3. Definitions

- 3.1 Tuition Fee: A fee charged to cover the cost of teaching and related services and capital facilities relating to courses, paid to IHNA.

## SECTION 2

### 4. Policy

### 5. Determining tuition fees

- 5.1 IHNA determines the tuition fees for each approved and offered course. Details of current course fees will be made available on the website or by telephone and email enquiry. Fees or charges defined in this policy (also known as 'Full fees for services') are paid by the students for inclusion in any course offered by IHNA. Fees are always mentioned as Australian dollars (AUD).
- 5.2 When determining tuition fees IHNA will not take into account 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 cannot be charged based on whether a student pays upfront, requests a loan, or pays prior to a certain date ahead of the census day.
- 5.3 In determining tuition fees IHNA will not have regard to:
- fees payable for anything other than assessing academic suitability for the course,

enrolment in, tuition and examination for the course and award of a qualification for completion of the course.

- b. fees payable for goods and services essential to the course, or any fine or penalty that may be imposed on a student.
- c. the provision to a student of a good or service not essential for all or part of the course
- d. fees payable for a special admissions test

## 6. Tuition fees for Government funded courses

6.1 Tuition fees for all Government subsidised programs at all levels are based on Nominal hours of enrolled units/modules and will be calculated in accordance with the relevant guideline and policy on fees and charges.

6.2 Tuition Fee Concessions and Exemptions

- a. Tuition Fee Concessions and Exemptions (VET Funding Contract-Skills First Program, Smart and Skilled program only):
- b. For enrolments in courses at or below Certificate IV Level, IHNA will charge a concession tuition fee that is 20% of the published standard tuition fee.
- c. Tuition Fee Concessions (DTWD WA Funding only):
- d. Tuition fees will be charged at concessions rate as specified in VET Fees and Charges Policy.

6.3 Recognition of Prior Learning (RPL) for VET courses

- a. Recognition of Prior Learning (RPL) in VET courses will be treated as a tuition fee of 50% (of the unit price).

## 7. Variation of Tuition Fee

7.1 IHNA may only vary a published tuition fee for a VET Student Loan approved course or a part of a course:

- a. If the secretary has given the provider written approval of the proposed variation, or
- b. If the change:
  - Occurs before the published census date.
  - Does not disadvantage the students enrolled in or seeking to enrol in that course

or part of the course, and

- Is necessary to correct an administrative error or deal with a change in circumstances.

7.2 The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees. For Government funding students, fee may change as per the funding contract requirements.

## 8. Course Fee

8.1 A Course fee is a total of Admin/Enrolment fee (if applicable) and Tuition fees for each course offered.

## 9. Fees Other than Tuition Fee

9.1 IHNA will not charge separate fees for goods and services that are considered IHNA's responsibility; for example, costs associated with enrolment, records management, IT support etc.

9.2 Student will be responsible for charges relating to mandatory requirements of being able to undertake a course, for example, criminal history checks, immunisations etc.

9.3 Fees will not be charged for any items that will be retained by the student as their own personal property. Such items must be purchased separately by the student.

## 10. Late Payment Fee

10.1 A Late Payment Fee is the fee payable when the student missed their fees on or before due date of the invoice or scheduled Payment Plan. Currently late payment fee is \$50 per month.

## 11. Clinical Reassessment Fee

11.1 Clinical reassessment fee is charged for students who require to repeat/extend/change their clinical/workplace placement component.

## 12. Fees for Re-issuance Certificate

12.1 A fee is charged for re-issue of a certificate.

### **13. Fee Payment**

13.1 Course fees are payable on the start of a course. If students are unable to pay their full fees at the start of a course, they may be eligible to apply for a payment plan. Certificates and Statements of Attainment can only be issued to students who have paid all fees or those who have entered into a valid Direct Debit Agreement.

### **14. Payment Plan**

14.1 A payment plan may be approved for a student in eligible courses if a student has difficulty in paying the full amount for tuition fee. Payment plan arrangements can vary between courses and conditions apply.

### **15. Tuition Fee Protection**

15.1 Students are not required to pay more than \$1500 in advance for services not yet provided. Refund policies are fair and equitable and meet the requirements of Australian Consumer Law.

### **16. Notification of Fees**

16.1 IHNA will provide fee information relevant to a course prior to enrolment. Fee information includes all costs for a course, payment terms, deposits, payment plans and refund information. "IHNA Fees and Charges" contains all the applicable fees and charges. Schedule of VET Tuition Fees for VET FEE HELP/VET Student Loan approved courses, is published on IHNA Website.

### **17. Responsibilities**

1.1 The Chief Financial Officer is responsible for implementing this policy.

## SECTION 3

### 18. Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>• Refunds and Re-crediting FEE-HELP Balances Policy</li> <li>• International Student Fee Refund Policy</li> <li>• Student Complaints and Appeals Policy</li> <li>• Student Complaints and Appeals Procedure</li> <li>• IHNA VET Student Loan Manual</li> </ul>
<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• Standards for RTOs 2015</li> <li>• VET Student Loans Rules 2016</li> <li>• 2021 Standard VET Funding Contract, Skills First Program, Smart and Skilled Contract</li> </ul>
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### 19. Change History

<b>Version Control</b>		Version 6.0
<b>Version No.</b>	<b>Date</b>	<b>Brief description of the change, incl. version number, changes, who considered, approved, etc.</b>
V 5.0	04/03/2021	Revised and updated with pertinent sections
V 6.0	27/02/2024	Updated in the new template and logo. Revised, edited with minor changes