

Purpose

The purpose is to ensure that the principles governing the collection of fees and charges are implemented and adhered to by ALACC in accordance with the Vocational Education and Training Act 1990, the legislation in respect to international students, and the contract with Skills Victoria

Scope

The procedure applies to ALACC staff that have contact with students wanting to enrol. The procedure covers the following items:

- Concession and Fee Waivers requirements
- Payment Options
- Tuition Fees
- Fees for Domestic, International and Government Funding Students

Policy and Procedure

The procedure conjunction must be read with the Fees Schedule.

Students can only participate in training at ALACC if all fees have been paid or deemed paid or are being paid through a payment plan or authority approval, for example, from Centrelink.

This policy implements the contractual requirements set out in the contract between Skills Victoria and ALACC and any other documentation issued by Skills Victoria in furtherance of that contract. (The Contract). ALACC will charge a concession rate to applicants who would have been eligible for government funding. The course fees for eligible students are set out in the enrolment contract with each student on the ALACC website. For the latest information on tuition fees, please refer to the website. If students wish to have a payment plan, please discuss it with the enrolment personnel and with the CEO/Director of Studies. [OBJ]

1. International Student Course Fees

These course fees are recorded on CRICOS, however, from time to time, we offer special pricing. Please refer to the ALACC website for further information

(* price special for limited time only)

#	Course Code	Course Name	CRICOS Fees	Off-shore International (Apply for Visa)	*Special On-shore International (Study/Bridging Visa)	International (Applying for COE / Student Visa)
1	CHC62015	Advanced Diploma of Community Sector Management	20500	13300	5200	6000
2	BSB60420	Advanced Diploma of Leadership and Management	8500	8500	4250	8000
3	HLT64121	Advanced Diploma of Nursing	6500	6440	N/A	6000
4	CHC30121	Certificate III in Early Childhood Education and Care	10500	10800	5300	9000
5	CHC33021	Certificate III in Individual Support	12700	11100	1400	1900
6	CHC43015	Certificate IV in Ageing Support	15500	10800	4800	9000
7	CHC43115	Certificate IV in Disability	13000	10800	2100	7500
8	BSB40520	Certificate IV in Leadership and Management	12700	8300	4000	6500
9	CHC43415	Certificate IV in Leisure and Health	12500	*6500	*4100	6500
10	CHC52015	Diploma of Community Services	20500	15860	7960	15500
11	CHC50121	Diploma of Early Childhood Education and Care	10500	13300	5960	13300
12	BSB50420	Diploma of Leadership and Management	15700	8500	4000	8300
13	CHC53315	Diploma of Mental Health	15500	11000	5500	11000
14	HLT35021	Certificate III in Dental Assisting	8000	8300	4000	8000
15	HLT45021	Certificate IV in Dental Assisting	9500	*8000	4000	7500
16	CHC43315	Certificate IV in Mental Health	12500	9300	4300	8000
17	CHC43515	Certificate IV in Mental Health Peer Work	6500	9300	4300	8000
18	BSB40520	Certificate IV in Leadership and Management	12700	8300	4000	6500
19	BSB50920	Diploma of Quality Auditing	3450	3400	1700	6000

2. Local Student Tuition Fees

ALACC provides government funding for most courses. Please check the individual course outline and website for further details or contact the office on 03 9480 4445.

Below are only the tuition fees. For additional fees please refer to the website under individual course, as the fees may vary.

#	Course Code	Course Name	Tuition Fees (AUD)
1a	CHC33021	Certificate III in Individual Support	\$1300
1b	CHC33021	Certificate III in Individual Support (Aged Care and Disability)	\$1500
2	CHC43015	Certificate IV in Ageing Support	\$2700
3	CHC43121	Certificate IV in Disability Support	\$2700
4	CHC30121	Certificate III in Early Childhood Education and Care	\$2960
5	CHC50121	Diploma of Early Childhood Education and Care	\$4960
6	CHC43315	Certificate IV in Mental Health	\$2700
7	BSB40520	Certificate IV in Leadership and Management	\$3700
8	BSB50420	Diploma of Leadership and Management	\$4300
9	BSB60420	Advanced Diploma of Leadership and Management	\$5600

10	CHC52021	Diploma of Community Services	\$8400
11	CHC62015	Advanced Diploma of Community Sector Management	\$4400
12	CHC43315	Certificate IV in Mental Health	\$2700
12.b	CHC43515	Certificate IV in Mental Health Peer Work	\$2700
13	CHC53315	Diploma of Mental Health	\$6000
14	HLTWHS005	Conduct manual tasks safely	\$115
15	HLT64121	Advanced Diploma of Nursing	\$6400
16	HLT37215	Certificate III in Pathology Collection	\$3000
17	BSB41419	Certificate IV in Work Health and Safety	\$2335
18	BSB51319	Diploma of Work Health and Safety	\$3500
19	HLTAID012	Provide an emergency first aid response in an education and care setting	\$200
20	HLTAID011	Provide first aid	\$115
21	CHC43415	Certificate IV in Leisure and Health	\$2500
22	HLTHPS006	Assist clients with medication	\$400
23	HLTFSE001	Follow basic food safety practices	\$300
24	HLT33115	Certificate III in Health Services Assistance	\$2500
25	BSB50920	Diploma of Quality Auditing	\$3500
26	HLT35021	Certificate III in Dental Assisting	\$5600
27	HLT45021	Certificate IV in Dental Assisting	\$6800

Information on fees is outlined and explained in 'Fees Policies' available on ALACC's website. The Student Prospectus is available on ALACC, and the fee policy is on the ALACC website.

3. Schedule of Other fees

Students will only pay up to \$1500 in tuition fees to ALACC before commencing the course. The student can be offered a payment plan. They must pay the outstanding price and/or any late fee for the entire semester. Students must apply in writing to pay their fees in instalments. Approval will be made by the CEO/Director of Studies or her delegate.

Payment plans for student fees are made because they are allowed to pay up to \$1500 at any given time. Hence, if the student decides to leave the course before the semester fees are unpaid, they will be required to pay the full semester fee, plus less than 14 days' notice will also pay the following semester fee.

Description	Amount (AUD)
Re-issue of certificate	\$300
Photo Copying / Printing (BW)	\$0.50
Photo Copying / Printing (Color)	\$1.50
Issue Student ID	\$10
To replace the ID Card	\$50.00
Recognition of prior learning (RPL) per unit of competency.	\$350/per unit
ALACC Student T-shirt	\$50
Administrative Fee / Services/ extra documents such as a letter of completion, references,	\$200 for current student
Re-issuing of letter of Offer, after the initial one is signed will attract a service fee.	\$300 for each qualification
Issuing a new COE (before or after the course commencement)	\$500 for each qualification
Verifying and posting qualifications for overseas completion, references, transcripts, and certificates after the student has been awarded a certificate and has left the College post 1- 3 years	\$500
Verifying and posting qualifications for overseas completion, references, transcripts, and certificates after the student has been awarded a certificate and has left the College post 3-5 years	\$750
Verifying and posting qualifications for overseas completion, references, transcripts, and certificates after the student has been awarded a certificate and has left the College post 5 years and above	\$1000
Makeup class (theory or skills)	\$60/hour for each class
To repeat each unit for course tuition fee of over 7,000	Minimum \$600 per unit (repetitive)
To repeat each unit for course tuition fees over 12,000	Total unit / total cost of the course. Example 26000/20 = 1300per unit
Re-assessing assessments <i>Students need to fill out an appeal form to request a reassessment and provide relevant documentation</i>	\$250 <i>per</i> assessment

Late fees (send one warning letter that the account will be sent to the debt collectors.)	Failure to pay fees after two weeks of the warning letter incurs a daily late fee of \$35, which will be added to the student account and/or sent to the debt collector.
Clinical placements cancellation if students' placement is cancelled, for example, due to misbehavior or failure to turn up for work placement).	\$95/day into the number of days missed or revoked by the student.
Rebooking any placements, the fee must be paid before the next placements.	\$85/day into the number of days it takes to find a placement from Providers.

Other fees

1. Debt collector's fees will be charged on the outstanding fees. If legal action is taken, there will be a further cost.
 - a. For example, if a student owes AUD 10,000, and debt collectors fees are 22%, the student will have to pay a total of AUD12,200 in total, comprising debt collecting fees and ALACC fees, including tuition and late fees.
2. ALACC offers payment plans to students on a case-by-case basis. This payment plan is a trust relationship between ALACC and the student. **Should a student withdraw or fail to comply with the payment plan, they will still be up for the total fees + administrative fees of \$200 + late fee as per the above fee schedule.** If the outstanding fees are sent to the debt collector, the student pays the debt collection fee and any legal fees if incurred. Please comply with the payment plan to avoid the costs being sent to the debt collector, and the student will also pay debt collecting fees.
3. No tuition fees will be accepted before the student signs a contract to enrol on a Course.
4. No refund of fees is provided with less than 14 days; a 70% refund, less than seven days, **no** refund.

Payment Options:

ALACC accepts the following payment methods for upfront fees:

1. Credit card (3% Surcharge applied)
2. Bank deposit/Direct debit
3. Cash
4. Savings and Cheque Account

Acts/Legislation/Guidelines

Department of Education
ASQA
CRICOS
Consumer Affairs



Supporting Documents /Related policies

Payment plans
Fees policy Student
refund policy
Appeal for Reassessment

Record Keeping/Evidence

Payment plans
Tax invoices

Any other
documents

Non-compliance

Any breach of this policy must be reported in accordance with the complaints and appeals policy and procedure. If no complaint is lodged, but ALACC becomes aware of a possible breach, the CEO/Director of Studies will ensure that the matter is appropriately investigated and resolved.

Last date of review: 1 July 2023

Date of next review: 30 June 2025 or earlier if needed.