



## Fees Policy

### 1. Purpose

This policy ensures ALACC collects, manages, and communicates fees and charges in line with the Vocational Education and Training Act, Education Services for Overseas Students (ESOS) Act, National Code 2018, and Standards for RTOs 2025. ALACC ensures transparency, protects student rights, and meets regulatory and contractual obligations.

### 2. Scope

This policy applies to all ALACC staff involved in student enrolments, finance, and administration. It covers:

- Payment options
- Tuition fees and material costs (Domestic, VSL, Government Funded, International)
- Refunds, payment plans, and fee schedules
- Other associated fees and charges

### 3. Policy Statement

- Students must have paid fees (or have a payment arrangement approved) prior to commencing training.
- ALACC provides clear fee information pre-enrolment.
- Concession rates apply where students are eligible for government funding.
- Students are responsible for all fees unless approved exemptions apply.
- ALACC ensures students do not pay more than \$1,500 in prepaid fees prior to course commencement, unless covered by a tuition assurance scheme.
- ALACC offers payment plans, subject to approval.
- Failure to adhere to payment plans may result in late fees, cancellation, and referral to debt collection.
- Refunds are managed according to ALACC's Refund Policy.



#### 4. International Student Tuition Fees

#	Course Code	Course Name	CRICOS Fees	International (Applying for Student Visa)	International (Not applying for Student Visa)
1	CHC62015	Advanced Diploma of Community Sector Management	\$20500	\$15500	\$5535
2	BSB60420	Advanced Diploma of Leadership and Management	\$8500	\$8500	\$5600
3	HLT64121	Advanced Diploma of Nursing	\$6500	\$6500	\$6400
4	CHC30121	Certificate III in Early Childhood Education and Care	\$10500	\$10500	\$2960
5	CHC33021	Certificate III in Individual Support	\$10500	\$10500	\$1599
6	CHC43015	Certificate IV in Ageing Support	\$15500	\$11500	\$2700
7	CHC43115	Certificate IV in Disability	\$10500	\$8500	\$2700
8	BSB40520	Certificate IV in Leadership and Management	\$12700	\$9500	\$3700
9	CHC43415	Certificate IV in Leisure and Health	\$12500	\$10500	\$2400
10	CHC52015	Diploma of Community Services	\$15860	\$15500	\$8400
11	CHC50121	Diploma of Early Childhood Education and Care	\$15500	\$14500	\$4960
12	BSB50420	Diploma of Leadership and Management	\$15700	\$11500	\$5000
13	CHC53315	Diploma of Mental Health	\$15500	\$11000	\$6135
14	CHC43315	Certificate IV in Mental Health	\$12500	\$9500	\$2700
15	CHC43515	Certificate IV in Mental Health Peer Work	\$6500	\$6500	\$2700
16	HLT35021	Certificate III in Dental Assisting	\$8000	\$8000	\$5600
17	HLT45021	Certificate IV in Dental Assisting	\$9500	\$9500	\$6800
18	BSB50920	Diploma of Quality Auditing	\$3450	\$3450	\$2900



## 5. Domestic and Government Funded Tuition Fees

#	Course Code	Course Name	Tuition Fees (AUD)
1	CHC33021	Certificate III in Individual Support	\$1599
2	CHC43015	Certificate IV in Ageing Support	\$2700
3	CHC43115	Certificate IV in Disability	\$2700
4	CHC30121	Certificate III in Early Childhood Education and Care	\$2960
5	CHC50121	Diploma of Early Childhood Education and Care	\$4960
6	BSB40520	Certificate IV in Leadership and Management	\$3700
7	BSB50420	Diploma of Leadership and Management	\$5000
8	BSB60420	Advanced Diploma of Leadership and Management	\$5600
9	CHC52015	Diploma of Community Services	\$8400
10	CHC62015	Advanced Diploma of Community Sector Management	\$5535
11	CHC43315	Certificate IV in Mental Health	\$2700
12	CHC53315	Diploma of Mental Health	\$6135
13	HLTWHS005	Conduct manual tasks safely	\$120
14	HLT64121	Advanced Diploma of Nursing	\$6400
15	HLT37215	Certificate III in Pathology Collection	\$3000
16	BSB41419	Certificate IV in Work Health and Safety	\$2335
17	BSB51319	Diploma of Work Health and Safety	\$3500
18	HLTAID012	Provide an emergency first aid response in an education and care setting	\$200
19	HLTAID011	Provide first aid	\$120



20	CHC43415	Certificate IV in Leisure and Health	\$2400
21	HLTHPS006	Assist clients with medication	\$500
22	HLTFSE001	Follow basic food safety practices	\$200
23	HLT33115	Certificate III in Health Services Assistance	\$2500
25	BSB50920	Diploma of Quality Auditing	\$3500
26	HLT35021	Certificate III in Dental Assisting	\$5600

## 6. Schedule of Other Fees and Charges

Information on Fees and Charges are outlined and explained below and in 'Fees and Charges Policies' available on ALACC's website. Other fees and charges are also noted in the Student Prospectus.

In accordance with regulatory requirements, students will not be required to pay more than \$1,500 in tuition fees to ALACC prior to course commencement. The specific amount payable prior to commencement will be determined through discussions between ALACC and the student.

Description	Amount(AUD)
<b>Re-issue of certificate (between 1-3 years after completion)</b>	\$300
<b>Re-issue of certificate (between 4-7 years after completion)</b>	\$450
<b>Re-issue of certificate (8 years+ after completion)</b>	\$500
<b>Photo Copying / Printing (BW)</b>	\$0.50
<b>Photo Copying / Printing (Color)</b>	\$1.50
<b>Issue Student Initial ID</b>	\$15
<b>To replace lost ID Card</b>	\$50



<b>Recognition of prior learning (RPL) per unit of competency</b>	\$350/per unit
<b>ALACC Student T-shirt</b>	\$50
<b>Postage- registered mail and staff time to post office. Should a student not pick up their certificate, the fee must be paid before posting the documents</b>	\$40
<b>Administrative Fee / Services/extra documents (such as a letter of completion) for Current Students</b>	\$200 for current student
<b>Re-issuing of Letter of Offer / COE after the initial one is signed will attract a service fee for each document</b>	\$300 for each qualification
<b>Issuing a new COE (before or after the course commencement)</b>	\$500 for each qualification
<b>Issuing a new Letter of Offer</b>	\$300 for each qualification
<b>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</b>	\$500
<b>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</b>	\$750
<b>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</b>	\$1000
<b>Make up class (theory or skills/practical skills)</b>	\$60/hour for each class
<b>To repeat each unit for a course, tuition fee of \$5,000 or less</b>	\$500 per unit
<b>To repeat each unit for course, tuition fee over \$7,000</b>	\$600 per unit (repetitive)
<b>To repeat each unit for course tuition fee over \$12,000</b>	Total unit / total cost of the course. Example 26000/20 = \$1300 per unit
<b>Re-assessing assessments</b> <i>Students need to fill an appeal form to request for a reassessment and provide relevant documentation</i>	\$250 per assessment



<b>Late fees</b>	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 sent to the debt collector.
<b>Clinical placement cancellation if students' placement is cancelled (for example; due to misbehavior or failure to turn up for work placement)</b>	\$95/day is the number of days missed or revoked by the student and charged by the provider.
<b>If you are Rebooking any placements, the fee must be paid before the following placements.</b>	\$45/day into the days it takes to find another Placement Provider. Or \$85 one-off to book any placements a student refuses to attend or is dismissed by the placement provided due to lateness or poor performance.

## 7. Other fees and charges

### 1. Debt Collection Fees:

In cases where outstanding fees are not paid, debt collection fees will be added to the student's account. If legal action is initiated to recover the debt, additional legal costs will also apply.

For example, if a student owes AUD 10,000 and the debt collection agency charges a 22% fee, the total amount payable by the student would be AUD 12,200, comprising the original tuition and late fees plus the debt collection charges.

- ALACC may offer payment plans to students on a case-by-case basis, under a framework of mutual trust. In the event a student withdraws or fails to meet the terms of an approved payment plan, the student remains fully liable for the total course fees, a \$200 administrative charge, and any late fees as outlined in the applicable fee schedule. Should the outstanding balance be referred to a debt collection agency, the student will also incur all associated debt collection costs and any legal fees. Students must adhere strictly to the terms of their payment plans to avoid further financial penalties and external recovery actions.
- Tuition fees will only be accepted after the student has signed a formal enrolment contract for the course.
- If a student withdraws 7 to 14 days before the course commencement date, a 70% refund of tuition fees will apply. No refund will be provided for withdrawals made less than 7 days before the commencement date or after the course has started.



## 8. Payment Options

ALACC accepts the following payment methods for tuition and associated fees:

- Credit Card (a 3% surcharge applies to all credit card transactions)
- Bank Deposit or Direct Debit (details provided upon request)
- Cash (accepted onsite at the Accounts Department)
- Savings or Cheque Account Transfers

Students are encouraged to retain a copy of all payment receipts for their records. For security reasons, ALACC does not accept payment via personal cheques or third-party online wallets.

## 9. Acts/Legislation/Guidelines

- Standards for RTOs 2025 (especially Standard 5 and 7)
- ESOS Act 2000 (International students)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Consumer Affairs Victoria

## 10. Supporting Documents

- Payment Plans
- Student Refund Policy
- Consumer Affairs

## 11. Record Keeping

- Payment plan agreements
- Tax invoices
- Payment receipts
- Correspondence on fees and refunds

## 12. Non-Compliance



- Any breach must be reported as per Complaints and Appeals Policy.
- The CEO/Director of Studies will investigate and resolve breaches.

**Note:** For complete fee details, including current promotions or course-specific scholarships, always refer to the official ALACC website or contact ALACC enrolment staff.

### 13.Document Control

Policy:	Fees Policy
Policy owner:	CEO / Director of Studies
Reviewed by:	Compliance Team
Approval authority:	Dr Janet Lawrence, D.Ed., FACN CEO/Director of Studies
Last Review date:	April 2025
Version:	2025.1
Next review:	April 2027
Summary of changes:	Policy revised to align with the 2025 RTO Standards, with clearer explanations on payment plans, refund conditions, debt collection fees, and tuition fee limits. Course fee tables for International and Domestic students were fully integrated, and the structure was reorganised for improved clarity and compliance. Updates also included refined payment options and stronger references to supporting legislation and policies.