

## Purpose

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

## Scope

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

- Payment Options
- Tuition Fees and material costs – International students
- Tuition Fees and material costs – Local students
- Tuition Fees and material costs for VSL and Skill Vic students.
- Fees for Domestic, International and Government Funding Students

## Policy and Procedure

It is imperative that the procedure is read in conjunction with the Fees Schedule, a key document that guides fee collection at ALACC.

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, such as 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 or the CEO/Director of Studies. Payment plans are approved by the CEO/DoS or her delegate. Should a student withdraw, they are still charged the full fee for the term, semester, and total cost for short courses.

It is important to note that failure to pay according to the payment plan can result in voiding the plan, and the outstanding fees will incur late fees and debt collecting fees if the account is forwarded to the debt collectors. Please refer to other fees, no. 2, for more details.



## 1. International Student Course Fees

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

(\* price special for a limited time only. As of June 2024, the Specials do not apply)

| #  | Course Code | Course Name   | CRICOS Fees | Off-shore International (Apply for Visa) | *Special On-shore International (Study/Bridging Visa) No applicable after June 2024 | 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. For further details, please check the individual course outline and website or contact the office on 03 9480 4445.

Below are only the tuition fees. Please refer to the website under individual courses for additional costs or changes in fees. The website is updated every six months or earlier if needed, as the prices 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                                       |
| 22b  | CHCSS00070 | Clients with medication Skill sets                                       | 150 – Gov funding<br>\$400- non-gov funding |
| 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                                      |

SVTS fees for Government-funded students are directly noted on the website, and the fees have been



updated to allow special offers occasionally.

Information on fees is outlined and explained in 'Fees Policies' and is available on ALACC's website. The Student Prospectus is available on ALACC, and the fee policy on the ALACC website states some fees are subject to change from time to time for local, international and government-funded students. Continue below on the next page 5.

### 3. Schedule of Other fees

Students will only pay up to \$1500 in tuition fees to ALACC before commencing the course if they are onshore. Offshore or international students may pay more into ALACC's Trust account, which will be provided upon request. The student can be offered a payment plan upon request. Should a student default, the payment plan can be void, and the rest of the fees are payable for the current study period. They must pay the outstanding price and any late fee that may be added to the scheduled payment for the entire semester. Students must apply in writing to pay their fees for instalments. Approval will be made by the CEO/Director of Studies or her delegate.

Student fee payment plans are made because students can pay up to \$1500 for each course at the start of a semester. However, 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 withdrawal will also pay the full semester fee.

*Other fees are available in the table below:*

| Description  | Amount (AUD)                 |
|--|------------------------------|
| Re-issue of the certificate (between 1-3 years after completion)   | \$300                        |
| Re-issue of the certificate (between 4-7 years after completion)   | \$450                        |
| Re-issue of the certificate (between 8 years+ after completion)  | \$500                        |
| Photocopying / Printing (BW)   | \$0.50                       |
| Photocopying / Printing (Color)  | \$1.50                       |
| Issue Student initial ID   | \$15                         |
| To lost/replace the ID Card  | \$50.00                      |
| Recognition of prior learning (RPL) per unit of competency.  | \$350/per unit               |
| ALACC Student T-shirt  | \$50                         |
| 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. | \$40                         |
| Administrative Fee / Services/ <b>extra</b> documents such as a letter of completion, references (Current students)  | \$200 for current student    |
| <b>Re</b> -issuing a letter of Offer / COE extension after the initial one is signed will attract a service fee for each document.                         | \$300 for each qualification |
| Issuing a new COE (before or after the course commencement)  | \$500 for each qualification |
| Issuing a new Letter of Offer  | \$300 for each qualification |
| Verifying and posting qualifications for overseas completion, references, transcripts, and certificates  | \$500                        |



|   |   |
|---|---|
| after the student has been awarded a certificate and has left the College post <b>1- 3 years</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 <b>3-5 years</b>         | \$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 <b>and above</b> | \$1000  |
| Makeup class (theory or skills/practical skills)  | \$60/hour for each class  |
| To repeat each unit for a course, a tuition fee of \$5,000 or less is \$500/unit.   | \$500   |
| 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.<br>Example 26000/20 = 1300per unit   |
| Re-assessing assessments<br><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 sent to the debt collector.   |
| Clinical placement cancellation if students' placement is cancelled, for example, due to misbehaviour or failure to turn up for work placement).  | \$95/day is the number of days missed or revoked by the student and charged by the provider.  |
| If you are Rebooking any placements, the fee must be paid before the following placements.  | \$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. |

### Other fees

- Debt collector's fees will be charged on the outstanding payments. If legal action is taken, there will be a further cost.
  - For example, *if a student owes AUD 10,000, and debt collector fees are 22%, the student will have to pay a total of AUD12,200, comprising debt collecting fees and ALACC fees, including tuition and late fees.*
- ALACC offers payment plans to students on a case-by-case basis. This payment plan is a relationship of trust between ALACC and the student. **Should a student withdraw or fail to comply with the payment plan, they will still be charged 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 in a course.
4. No refund of fees is provided within less than 14 days: a 70% refund; less than seven days, or withdrawal after the commencement date, there is **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  
ALACC policy

## 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 according to the complaints and appeals policy and procedure. If no complaint is lodged but ALACC becomes aware of a possible violation, the CEO/Director of Studies will ensure the matter is appropriately investigated and resolved.

Last date of review: June 2023

The date of the following review is June 2025 or earlier if needed.