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## ALACC Fees and Charges

### Purpose

The purpose is to ensure that the principles governing the collection of fees are implemented and adhered to by ALACC in accordance with 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 Skills Victoria 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



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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 from time to time we offer special pricing. Please refer to ALACC website for further information.

#	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



## 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)
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
24	BSB50920	Diploma of Quality Auditing	\$3500
25	HLT35021	Certificate III in Dental Assisting	\$5600
26	HLT45021	Certificate IV in Dental Assisting	\$6800

### 3. 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 available at ALACC and/or on Moodle - student learning management system.

The students will not pay more than \$1500 in tuition fees to ALACC prior to commencing the course. The amount to be paid will be determined by ALACC and the student after discussions in respect to the financial capacity of the student to pay the tuition fees.

Description	Amount(AUD)
Re-issue of certificate (between 1-3 years after completion)	\$300
Re-issue of certificate (between 4-7 years after completion)	\$450
Re-issue of certificate (8 years+ after completion)	\$500
Photo Copying / Printing (BW)	\$0.50
Photo Copying / Printing (Color)	\$1.50
Issue Student Initial ID	\$15
To replace lost ID Card	\$50
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/extra documents (such as a letter of completion) for Current Students	\$200 for current student
Re-issuing of Letter of Offer / COE 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 after the student has been awarded a certificate and has left the College post <b>1- 3 years</b>	\$500
Verifying and posting qualifications for	\$750



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>	
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>5 years and above</b>	\$1000
Make up class (theory or skills/practical skills)	\$60/hour for each class
To repeat each unit for a course, tuition fee of \$5,000 or less	\$500 per unit
To repeat each unit for course, tuition fee over \$7,000	\$600 per unit (repetitive)
To repeat each unit for course tuition fee over \$12,000	Total unit / total cost of the course. Example 26000/20 = \$1300 per unit
Re-assessing assessments <i>Students need to fill an appeal form to request for a reassessment and provide relevant documentation</i>	\$250 per assessment
Late fees	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 misbehavior 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 and charges

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 e.g.; *If a student owes AUD 10,000, and debt collectors fees is 22%, Student will have to pay a total of AUD12,200, 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 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  
Consumer Affairs

## Supporting Documents /Related policies

Payment plans  
Fees and charges 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 properly investigated and resolved.



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# Documentation Control

Last date of review: Feb 2025

Date of next review: Feb 2026

Policy reviewed by: Accounts / Course coordinator / CEO

Authorised by: Dr Janet Lawrence -FACN Position: CEO/Director of Studies.