



## Aim

The purpose of this policy is to ensure that Brite Institute charges student fees for training delivery that is in line with regulatory requirements and student welfare.

## Scope

This policy applies to all potential and current students enrolling in a non-government subsidised (Fee for Service FFS) training.

## Objectives

Brite Institute is committed to providing opportunities for potential students to access affordable, quality vocational education and training, and increase opportunities for the participation of potential students from disadvantaged and marginalised groups. In line with this, current business requirements and market expectations; as of 1 January 2019, Brite Institute will no longer apply any tuition or amenity fees for training that is Government subsidised,

Brite Institute will:

- Provide clear and accurate information regarding fees and charges prior to enrolment.
- Apply fees and charges for tuition and access to amenities (including fee concessions) for all non-government subsidised (FFS) enrolments, in a fair and equitable manner.
- Uphold the principles of access and equity in the application of fees.
- Maintain sound financial and management procedures to protect students from financial harm.
- Establish a schedule of fees and charges at a level that is accessible for all potential students.
- Request payment for tuition and amenities fees for non-Government subsidised (FFS) training by providing a tax invoice on standard business payment terms; and issuing a receipt upon clearance of payment.
- Conduct an annual review of the schedule of fees and charges and related policies and processes related to fees application, to ensure:
  - Adjustment of fees in line with current market trends and demands
  - Compliance with legislation and contractual obligations detailed in government funding arrangements and AQTf Conditions.
- Adjust and update all relevant materials and publications to reflect any changes relating to the review of fees and charges; ensuring students are charged accurately and in accordance with current policies and processes
- Ensure that fees collected in relation to non-Government subsidised (FFS) training delivery and amenity fees are utilised for their intended purpose and that sufficient protection of fees received is provided through sound financial governance.
- Provide opportunity for fees to be refunded to students who may withdraw from a training program, in line with a fair and reasonable refund policy.
- Provide a mechanism for students to make a complaint about fees and / or possible refunds owing.
- Provide clear and up-to-date information regarding fees, fee payment requirements and the refund policy to students prior to, and at the time of enrolment.
- Publish an up-to-date statement of fees in an accessible position on Brite Institute's website.
- Only accept payment for non-Government subsidised training in amounts less than \$1000 for any materials fees, amenities fees or any other fees, prior to the commencement of a course.
- Following course commencement, additional fees may be collected in advance however, at any given time, the total amount required to be paid for training yet to be delivered will not exceed \$1,500

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## Brite Institute Fees and Charges Policy

- *Provide STRIPE information to employers who may be seeking to pay fees on a non- Government subsidised (FFS) student's behalf; and only provide an invoice to the employer upon a signed and accepted authority.*
- *Accurately report any fees (or waived fees) charged to students through total AVETMISS data reporting*
- *Issue a Statement of Participation or Statement of Attainment upon conclusion of a training program only when all fees have been paid in full, as agreed at the time of enrolment.*

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