



Fees and Charges

Policy

VACTS applies a range of fees and charges for programs and courses in relation to market demand. Learners are provided with detailed information about fees and charges in the “Pre-enrolment information for intending Overseas Students” and the “Pre-enrolment information for intending local learners” document.

All fees and charges the student will be or may be required to pay during the period of enrolment are specified. The information about fees and charges the student will be or may be required to pay during the period of enrolment is also provided in the “Enrolment offer and Acceptance Agreement” document, which is required to be signed by the student and an VACTS officer authorised by the CEO and (in the case of overseas students) the PEO.

Procedures

Conditions of enrolment

The student will pay VACTS the fees specified in the offer enrolment and acceptance agreement. VACTS will not enrol the student in the course requested until the required fee payment is made. Instalments of course fees are to be paid on or before the dates listed in the Enrolment Offer and Acceptance Agreement. VACTS may cancel the enrolment of learners who do not make payment of course fees by the due dates, according to the deferment, cancellation and suspension policy and procedures.

There is no requirement for VACTS to issue any qualification prior to the completion of the course. VACTS may at its discretion vary this condition but only if the fees referred to in the offer enrolment and acceptance agreement are paid in full.

Learners are required to sign the enrolment offer and acceptance agreement prior to or concurrently with payment of their fee deposit. Learners are required to have a signed enrolment offer and acceptance agreement in place prior to commencing classes.

The enrolment offer and acceptance agreement will identify all of the fees the student will have to pay.

Definitions

Tuition Fees	Refers to the cost of a qualification from a nationally endorsed Training Package or accredited course in which a student has enrolled.
Application fee	Refers to the administration and processing fee for enrolling a student.
OSHC fee (overseas students only)	Refers to the fee for Overseas Student Health Cover, medical insurance scheme for Overseas Students
Materials fee	The fee for the equipment, textbook and/or workbooks and materials which are compulsory for the course(s) of study the student is undertaking

Victorian Academy of Commerce and Technology Start-ups

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Fees

Course Fees	Course fees are listed in the most recent fees schedule, available from the RTO Manager.
Overseas students OSHC (12 months):	\$TBA
Materials fee (including GST)	\$350
Moderation on appeal (per assessment task per unit)	No charge
Additional statement of attainment (one statement of attainment will be provided free of charge each term)	\$50.00
Replacement testamur	\$100.00
Academic support class (per two-hour class – limit of one class per term)	No charge
Repeat of unit (or module in the case of an accredited course)	\$750
RPL assessment (per unit of competency)	\$150
LLN skills assistance (per hour)	No charge

Fee increases

Learners are informed on the enrolment offer and acceptance agreement that tuition fees will not increase during their period of enrolment at VACTS.

The additional fees identified above, may, however, be subject to increase. Notices will be placed throughout the VACTS campus(es) notifying learners if any of these fees are to increase. Learners will be provided with four weeks' notice of the intention to increase any of these fees.

Fee Payment

Applicants must pay the following fees in order to secure their enrolment at VACTS:

- A specified pre-payment of tuition fees
- Application Fee
- OHSC fee (for overseas students)

Fees are payable as agreed with VACTS and documented in the enrolment offer and acceptance agreement. The balance of fees is to be paid on the basis of an instalment program that is scheduled and agreed upon in the enrolment offer and acceptance agreement.

Tuition fees will not be transferred to another educational institution.

VACTS may restrict or withhold services or materials from learners if fees are overdue.

Overseas students

For overseas students, no more than 50% of the tuition fees will be required to be made prior to enrolment. A request for addition course fees will not be made prior to two weeks for the beginning of the second study period.

Course abandonment

In the event a student abandons the course, all fees due are payable to VACTS upon demand.

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Overseas students

Overseas students may not transfer to another education provider prior to completing the first six months of their principal course.

Course deferment, suspension or cancellation (VACTS initiated)

The College may defer, suspend or cancel a student's enrolment in accordance with VACTS's Deferment, suspension or cancellation policy.

Upon suspension of enrolment, the fees specified in the enrolment offer and acceptance agreement remain due on the scheduled dates.

Course deferral, suspension or cancellation (Student initiated)

Learners may defer, suspend or cancel their course in accordance with VACTS's Student Deferment, suspension and cancellation policy

Upon suspension of the course the fees scheduled in the offer enrolment and acceptance agreement remain due on the scheduled dates.

Course duration reduction

There is no provision for learners to reduce their course from the duration of that specified in the offer enrolment and acceptance agreement, except in circumstances of being granted credit transfers or recognition of prior learning according to the credit transfer policy and the recognition of prior learning policy.

Domestic student tuition fee protection

VACTS holds current membership of the ACPET TAS Tuition Assurance Scheme, which is approved by ASQA.

VACTS's membership of the ACPET TAS ensures that if VACTS is unable to provide services for which a learner has prepaid, the learner will be placed into an equivalent course such that:

- the new location is geographically close to where the learner had been enrolled, and
- the learner receives the full services for which they have prepaid at no additional cost to the learner

VACTS's membership of the ACPET TAS ensures if an equivalent course cannot be found, the learner is paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount.

Overseas student tuition fee protection

VACTS assures the security of overseas student fees through its compliance with the requirements of the Tuition Protection Service and the Education Services for Overseas Students Act 2000 (ESOS).

Learners are informed of the following on the Enrolment Application and Acceptance Agreement:

"In the unlikely event that VACTS is unable to deliver your course in full, you will be offered a refund of all the unused prepaid tuition fees that you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.

Alternatively, you may be offered enrolment in an alternative course by VACTS at no extra cost to you. You have the right to choose whether you would prefer a full refund of tuition fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a



document to indicate that you accept the placement.

If VACTS is unable to provide a refund or place you in an alternative course, the Tuition Protection Service will provide you with assistance in finding an alternative suitable course at another education provider.

In the event a student cannot find an alternative course placement option, the student will be eligible to request a refund of unexpended pre-paid tuition fees from the TPS, and will be required to comply with any relevant immigration requirements.”

The RTO Manager is responsible for the establishment and maintenance of a designated bank account into which the fee prepaid by each overseas student will be held until the student commences study.

Course materials

The materials fee includes the cost of all class handouts, workbooks and text books which are provided to the student by VACTS. Learners will not be required to purchase any additional text books.