

Enrolment and Fee Payment Policy

Policy Objective

TAFE Gippsland is a body corporate by operation of sections 3.1.12 of the *Education and Training Reform Act 2006*.

This policy establishes practices to ensure:

- that considerations impacting on who and how TAFE enrolls and how it sets and collects fees are documented and communicated;
- all staff are aware of TAFE Gippsland requirements and to ensure enrolments;
- fee payment arrangements are completed promptly and accurately; and
- that prospective students are informed of services and obligations prior to enrolment.

This policy is to be read in conjunction with **TLN002PRO - Enrolment and Fee Payment Procedure**.

Scope

This policy applies to all staff involved in enrolment and fee paying processes primarily to Victorian-based students 17 years and older.

The scope of the policy is impacted by legislative, regulatory and internal business process considerations and these determine who and how TAFE Gippsland enrolls and how it sets and collects fees.

TAFE Gippsland is:

- a Registered Training Organisation (RTO), and as such is allowed to deliver nationally recognised training in accord with its Scope of Registration. In this capacity it is regulated by the Australian Skills Quality Authority (ASQA) in accord with the VET Quality Framework including the *Standards for RTOs 2015*.
- contracted to the Victorian Government to deliver government subsidised training to eligible individuals. The Office of TAFE Coordination and Delivery (Department of Jobs Skills Industry and Regions) is TAFE's major funding body and defines and manages conduct through a Funding Contract, setting out the terms and conditions under which the Department will make available, and TAFE Gippsland will accept, funding for subsidised courses.
- registered with the Victorian Registration and Qualifications Authority (VRQA) as a senior secondary education provider in accord with the *Education and Training Reform Act 2006 (Act)* and the *Education and Training Reform Regulations 2007 (Regulations 2007)*, Schedule 7 to deliver the Victorian Certificate of Education (VCE).
- an approved VET Student Loan provider.

This policy does not apply to enrolment by overseas students studying in Australia on student visas as TAFE Gippsland is not registered as a CRICOS provider.

Commitment

TAFE Gippsland is committed to the public good and takes its community service obligations very seriously. TAFE strives to provide members of the community with a safe, equitable, inclusive and respectful learning environment. TAFE Gippsland will not enrol a prospective student in a particular course, or will exercise its right to refuse to enrol someone in the following circumstances:

- where the prospective student behaves inappropriately when engaging with TAFE;
- where a prospective student has previously been expelled from TAFE Gippsland, or its predecessor organisations (GippsTAFE, Advance TAFE, East Gippsland Institute of TAFE). Previously expelled prospective students may appeal the decision to refuse enrolment. If the appeal is successful enrolment will proceed. (Refer **CMT006POL - Complaints, Appeals and Reviews policy**);
- where a prospective student had a record of persistent non-attendance or non-progression during previous enrolments with TAFE Gippsland, or its predecessor organisations (Federation Training, GippsTAFE and Advance TAFE, East Gippsland Institute of TAFE); and
- where TAFE Gippsland determines that the intended course of enrolment is not suitable or appropriate for the prospective student, as per the current TAFE VET Funding Contract Skills First Program,

TAFE Gippsland will only convert an Application to an Enrolment when:

- in the case of applicants under the age of 17 years, the Department of Education and Training process has been completed. Refer: **TLN002REF2 - Exemption from School Attendance or Enrolment Application Process reference**.
- the Enrolment Form and where required, **TLN035FOR1 - Application for Eligibility Exemption Form** is completed fully and correctly and signed and dated by the prospective student;
- documentation to support eligibility criteria has been sighted and signed off by an authorised TAFE Gippsland representative;
- a Pre-Training Review, and any required Foundation Skills Assessment, has occurred;
- an Intention to Apply for a VET Student Loan form is completed (if applicable) for Diploma and above courses only;
- a completed Training Plan is supplied by the relevant Teaching Team. Training Plans for Apprentice or Trainees must be signed by the prospective student and educator and employer. Training Plans for non-Apprentices and Trainees must be signed by the Educator and prospective student and can be provided to the prospective student within a single document or multiple documents;
- an estimation Statement of Fees has been provided to the prospective student;
- fees have been calculated in SMS;
- fees have been paid or an authorised Student Payment Plan arrangement is in place or authority to invoice has been received; and
- the Enrolment Form is checked, signed and dated by the enrolling officer.

Confirmation of Enrolment Status

Under normal circumstances, **BEFORE COMMENCING A COURSE**, prospective students **MUST** be enrolled in SMS with a signed / confirmed Enrolment Form scanned to their file (in SMS) and a Fee Payment Arrangement in place.

On the first day of attendance educators will confirm whether persons attending are enrolled. In cases where Enrolment Forms and **TLN035FOR1 - Application for Eligibility Exemption** forms have not been completed, those persons will not be permitted to attend class or remain on campus, for evidence of participation purposes.

A person's enrolment status is ascertained:

- by their inclusion in the e-Roll. (Note: Where an e-Roll is used, it will be clear a person is not enrolled because they will not be in the system. It will not be possible to mark them as in attendance); or
- where paper rolls are being used, by the educator running a delivery report or check SMS to confirm enrolment before marking attendance for the first time. These checks will confirm non-enrolment and relevant persons are to be assisted to reach an enrolment officer.

If a person is not enrolled on, or before the commencement date of the course, they will not be permitted to attend a subsequent class or remain on campus. Any breach of the above constitutes a serious insurance risk. Those persons affected will not be permitted to remain on campus. **Refer TLN027POL - Attendance policy.**

Enrolments Short Courses

Batch enrolments will be forwarded to enrolment staff via the Client Services Inbox at the completion of a short course provided that:

- templates have been constructed in SMS;
- availabilities have been requested and created in SMS;
- all Enrolment Forms are completed in full and signed; and
- fee arrangements have been provided.

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer will authorise any fee waiver.

Educators

Educators are responsible for accepting applications and conducting Pre-Training Review (in conjunction with Client Services Recruitment) and facilitating enrolments in a timely manner.

Client Services Recruitment

Client Services Recruitment is responsible for:

- accepting applications and conducting Pre-Training Review (in conjunction with Educators); and
- offering places based on advise from teaching departments;

Enrolling Officers

Enrolling Officers are responsible for:

- checking enrolment documentation;
- accurately entering data and documents into SMS in a timely manner;
- sighting of evidence documentation to determine compliance with eligibility criteria;
- liaising with prospective students;
- calculating fees and fee payment options;
- sight evidence of a prospective student's eligibility for a fee concession and checking currency and validity of entitlement at the point of application;
- liaising with students regarding applications for fee waiver; and
- receipting payments.

Related Legislation/Regulation

- [VET Quality Framework](#)
- [Education and Training Reform Act 2006](#) (Vic)
- [Education and Training Reform Regulations 2007](#) (Vic)
- [Higher Education Support Act 2003](#) (Cth)
- [VET Student Loans Rules 2016](#) (Cth)
- [VET Student Loans Act 2016](#) (Cth)

Related Policy and Procedures

- TLN002PRO - Enrolment and Fee Payment Procedure
- CMT006POL - Complaints, Appeals and Reviews policy
- TLN027POL - Attendance policy.
- TLN029POL - Managing VET Student Loans policy
- TLN035POL - Learner Eligibility for Government subsidised training policy
- TLN040POL - Pre-training Review policy
- TLN040PRO - Pre-training Review procedure
- FIN001POL - Cash Handling, Banking & Receipting policy

Related Documents

- TLN002REF1 - [2023 Guidelines about Fees Skills First Program](#)
- TLN002REF2 - Exemption from school attendance or enrolment application process
- TLN035FOR1 - Application for Eligibility Exemption Form
- [VET Student Loans Manual for Providers](#)
- [2023 TAFE VET Funding Contract - Skills First Program](#)

Definitions

Appropriate	Means the training and assessment is delivered to regulatory and industry standards, uses delivery modes and durations optimised for the individual's needs and includes reasonable support to facilitate the individual's participation and attainment (VET Funding Contract Skills First Program Attachment C)
Batch Enrolments	Multiple enrolments for the same unit/course, received in a single batch by staff.
CRICOS provider	Means an organisation listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS),
Enrolling Officer	A staff member who has been trained in the enrolment procedure and is authorised through delegation on the TAFE Gippsland list of Authorised Delegates to assess eligibility and to complete and sign enrolments.
Student Payment Plan	TAFE Gippsland Finance Package. If entering into an instalment arrangement, documentation of payment dates will be printed from SMS.
SMS	TAFE Gippsland Student Management System
Suitable	<p>TAFE Gippsland must ensure the student's training program is suitable, where suitable means the training program:</p> <ol style="list-style-type: none"> Individualise: meets the individual's needs; Link to Outcomes: links to likely job, participation and/or further study opportunities; and Add Value: minimises duplication of the individual's existing competencies, as: Document: determined and documented through a thorough and individual Pre-Training Review; and <p>Ultimately, reflected in the Training Plan. (VTG Quality Charter - Principle 3)</p>
Training Plan	Completed by educators, a Training Plan identifies course units/modules available for students to enrol in the course code, session, team, attendance mode, funding source, campus and time, the start and end dates of units/modules and materials fees.
VET Student Loans	VET Student Loans is an income contingent loan scheme for the vocational educational and training sector that assists eligible students to pay for part or all of their VET tuition fees while studying an eligible course. VET Student Loans apply to VET accredited Diploma, Advanced Diploma, Graduate Certificate, and Graduate Diploma courses.

Version Control

Item	Summary of Update	Version	Review Date
1	Original Policy Document	1.0	10/02/2014
2	Procedure updated to reflect 2018-2019 Vet Funding Contract Skills First Program including Vet Student Loan, updated 2018 Guidelines about Fees	1.1	08/08/2018
3	Rebranded from Federation Training to TAFE Gippsland Federation Training added as a predecessor organisation (pg. 4)	2.0	16/07/2019
4	Incorporated content from 2018-19 VET Funding Contract (v3.0)	3.0	24/06/2020
5	Attachment A 2020 Guidelines about Fees V2.0 27 July 2020 updated	3.1	27/07/2020
6	Updated obsolete references and reviewed against current practice.	3.2	07/12/2020
7	Updated to reflect content from 2022 VET Funding Contract Skills First Program, current business practices and strategic intent.	4.0	18/02/2022
8	Reviewed and updated by Manager Client Services against the 2023 VET Funding Contract Skills First Program to reflect current business practices. Adoption of new template and naming conventions. Separation of policy and procedure.	4.1	13/01/2023

Appendices

Nil.