



Kimberley Aboriginal Medical Services Ltd

An Organisation of Aboriginal people, for Aboriginal people; controlled by Aboriginal people.

Kimberley Aboriginal Medical Services

Fees and Charges Policy & Procedure



Information contained in this document is guided and taken from the 'Vocational Education and Training fees and charges policy' Published by Department of Training and Workforce Development (DTWD)

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KAMS RTO Fee Table (For all scopes in Aboriginal Health Worker Training)

HLT30113 CERTIFICATE III IN ABORIGINAL AND/OR TORRES STRAIT ISLANDER HEALTH CARE (Release 5)

Minimum Total	\$0732.35
Maximum Total	\$2453.75
Recognition of prior learning	\$0055.00 per unit

Note: **Fees vary depending on unit selection and the year each unit of competency commences. Rates may vary due to Concession Card and/or Credit Transfers*

HLT40213 CERTIFICATE IV IN ABORIGINAL AND/OR TORRES STRAIT ISLANDER PRIMARY HEALTH CARE PRACTICE (Release 5)

Minimum Total	\$1653.85
Maximum Total	\$5216.25
Recognition of prior learning	\$0065.00 per unit

Note: **Fees vary depending on unit selection and the year each unit of competency commences. Rates may vary due to Concession Card and/or Credit Transfers*

*The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student services and resource fees.

Certificates and Statement of Attainments will be withheld until payment for the enrolled training has been paid in full.



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1. FEES

KAMS RTO must charge students fees where applicable. Minimising the collection of fees or offering inducements that could be viewed as seeking a competitive advantage is prohibited. KAMS has a documented process for the receipt of student fees. Details will be retained in the student management system.

1.1 COURSE FEES

The course fee is the sum of fees for all units that a student enrolls in. Students are required to pay course fees regardless of mode of delivery, including training that may be 100% on the job.

An hourly rate based on nominal hours will apply to each unit commenced in the year of enrolment.

The composition of courses complies with training package requirements and enrolled units are attached to any course that KAMS RTO delivers and assesses.

Table 1: Course Fees for 2018

CATEGORY OF ENROLMENT	FEE RATE PER NOMINAL HOUR	ANNUAL MAXIMUM FEE PER COURSE
Non-concession Student		
Apprenticeships*, Traineeships*, and Priority Industry Qualifications (Up to Certificate IV)	\$3.25	\$4388.00 Cert IV \$2486.25 Cert III
Concession Student		
Apprenticeships Traineeships* and Priority Industry Qualifications (Up to and Certificate IV)	\$0.97	\$1294.95 Cert IV \$0742.05 Cert III

*KAMS RTO does not have Existing Worker Traineeships or Apprenticeships

1.2 GOODS AND SERVICES THAT SHOULD NOT INCUR A SEPARATE FEE

KAMS will not charge students separate fees for goods and services that are considered KAMS responsibility under the relevant Standards. The costs of providing these services are included in the price as set by the Department of Training and Workforce Development (DTWD) for the purchase of training.

1.3 RESOURCE FEES

KAMS may charge resource fees, these are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by KAMS to be consumed or transformed by students in the course of instruction, such as workshop materials, workbooks and essential uniforms.

1.4 CALCULATING FEES

KAMS students enrolled in a publicly funded course are charged according to the same fee structure regardless of mode of delivery, including:

- local face to face class
- remote live electronic conferencing
- self-paced – scheduled and unscheduled
- external studies
- workplace learning
- video/television based learning; and/or
- online learning (where applicable)



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1.5 FEES FOR SPECIFIC STUDENT GROUPS/COURSES

1.5.1 CONCESSIONS ON COURSES

KAMS will apply the following concessions for students on course fees:

- a) Persons and dependants of persons holding:
 - i) A Pensioner Concession Card
 - ii) A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs
 - iii) A Health Care Card
- b) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY
- c) Persons and dependants of persons in receipt of the Youth Allowance
- d) Persons and dependants of persons who are inmates of a custodial institution
- e) Secondary school aged persons, not enrolled at school

If the concession is valid for the full enrolment period, then all eligible units commenced within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units commenced on or after the start date and prior to the expiry of the concession attract the concession rate'. KAMS RTO will scan and record a copy of the valid concession card before invoices are issues to students.

Enrolment Fee Information

The RTO Team Manager/s shall ensure that the following fee information is provided to each client prior to their enrolment:

- a) the total amount of all fees including course fees, administration fees, materials fees and any other charges;
- b) payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee;
- c) the nature of the guarantee given by the RTO to complete the training and/or assessment once the student has commenced study in their chosen qualification or course;
- d) the fees and charges for additional services, including such items as issuance of a replacement qualification testamur and the options available to students who are deemed not yet competent on completion of training and assessment.

1.6 NON-STANDARD ENROLMENTS

1.6.1 MULTIPLE ENROLMENTS

Where KAMS students enrol in a course and transfer to another RTO to complete the same course, the total course charges will not exceed the maximum charges prescribed in Section 1.1.

The student must provide proof of any previous enrolment and fees paid, and a copy will be retained by KAMS in the student management system.

1.6.2 RE-ENROLLING IN OR STUDYING MULTIPLE CLASSES OF THE SAME UNIT

Students wishing to enrol in a unit in which the student has already obtained a pass may do so at KAMS discretion.



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1.6.3 CHARGES FOR STUDENTS TRANSFERRING FROM KAMS TO OTHER RTO'S

Where a student or a block of students transfers to another RTO, KAMS will transfer course and resource fees in full, if the program of study has not commenced. In all other circumstances, the new RTO may seek a pro rata transfer, based on elapsed time, of course and resource fees from KAMS.

Transfers of fees are to be managed on an RTO to RTO basis. Proof of previous enrolment and fees paid must be provided by the student and retained by the RTO for audit purposes. Details of transfers must be retained by both RTOs and stored in KAMS student management system.

1.7 SKILLS RECOGNITION

1.7.1 RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system in respect of a specific unit. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved these required learning outcomes or competency outcomes. While fees for students enrolling in RPL are not subject to this policy KAMS may charge for this service based on the scope of work and number of students and units.

1.7.2 RECOGNITION OF CURRENT COMPETENCIES

Recognition of Current Competencies (RCC) applies if a student has previously successfully completed the requirements for a unit and is now required (that is, by a licensing authority) to be reassessed to ensure that competency is being maintained. While RCC fees are not subject to this policy KAMS may charge for this service.

1.7.3 CREDIT TRANSFER

KAMS does not charge students for credit transfer. The transfer of credit provides the student with an exemption from relevant units within a course. Credit transfer does not involve an assessment of the student's knowledge or skills – it is an assessment of the credentials of the formal accredited learning presented against the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a course.

1.8 PAYMENT OF FEES AND CHARGES

Enrolment will not be complete until payment arrangements have been made between the student and the KAMS RTO.

1.8.1 PAYMENT OPTIONS

On enrolment, students will take up one of the following payment options:

- a) pay the full amount of fees and charges;
- b) present a signed authority from an employer to invoice that employer for the student's fees and charges;
- c) pay the fee by instalment;
- f) make application on the grounds of severe financial hardship for fees and charges to be waived for courses below diploma level or concession-eligible

Students who fail to take up one of the above options must not be enrolled.

Apprentices and trainees are to be treated the same as other students and are legally liable to pay fees.

**Students must complete Student Financial Assessment and/or Fee Waiver Form (document # 771) to be assessed as eligible for a full fee waiver.

**Students who fail to take up one of the above options will not be enrolled.



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1.8.2 FEES PAID IN ADVANCE

KAMS is unable to receive any payment above \$1500.00 before Course commencement, or during the course, for learning that is yet to be received by its enrolled students.

1.8.3 PAYMENT BY INSTALMENT

KAMS students will be given a minimum of eight weeks from the commencement of the unit to finalise payment when paying by instalment. KAMS will keep details of the student's enrolment and details of why deferred payment was granted for audit purposes. Where approval has been given for a student to pay by instalment, KAMS is responsible for the collection of outstanding fees and charges. Best endeavours recovery procedures will be in place to manage the collection and recovery of monies.

Students who have fallen behind in their payments must not be enrolled in additional units unless appropriate arrangements, agreed to by both the student and KAMS, have been put in place to pay the amount outstanding.

1.8.4 WAIVING OF CHARGES

KAMS may waive all fees and charges for students that they assess as being in severe financial hardship. Whether a student is in severe financial hardship is to be determined on a case by case basis by KAMS. Students will complete the Student Financial Assessment and/or Fee Waiver Form (document # 771) as required and this will be assessed by the RTO Management Team. Details of a student's enrolment, records where a fee waiver has been granted and documented reasons for the decision will be stored on the student management system.

1.9 ADVICE OF WITHDRAWAL

KAMS Students will be advised that written advice of withdrawal is necessary to ensure that they are eligible for refunds of any fees paid.

1.9.1 REFUNDS

The RTO will not refund fees paid in advance unless training cancellation INCLUDES more than 14 days' notice in writing.

The following percentage of refund will apply to all training cancellations:

- Where 20% or less of the course has been provided to the student a 100% refund less \$200.00 admin fee will apply.
- Where less than 50% of the course has been provided to the student a 50% refund less \$200.00 admin fee will apply.
- Where 50% or more of the course has been provided to the student no refund will apply.

1.9.2 FULL REFUNDS

KAMS Students who withdraw are entitled to a full refund of fees and charges in a situation where:

- a unit is cancelled or re-scheduled to a time unsuitable to the student; or
- a student is not given a place due to maximum number of places being reached.



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KAMS RTO Management Team will approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by KAMS.

1.9.3 PART REFUNDS

KAMS will set a census/withdrawal date for each unit at no less than 20% of the duration for that unit. Students who withdraw for reasons other than those outlined in section 1.8.1 and who lodge a withdrawal form before the census/withdrawal date for a unit will be eligible for a full refund of the course fee for the unit.

1.9.4 PRO RATA REFUNDS

KAMS RTO can approve a pro rata refund of fees and charges at any time during the course of delivery if students withdraw for reasons of personal circumstances beyond their control.

For example:

- serious illness resulting in extended absence from classes
- injury or disability that prevents the student from completing their program of study or
- other exceptional reasons at the discretion of the RTO Manager
- in all cases, relevant documentary evidence (for example, medical certificate) is required. Details of all refunds will be retained for audit purposes, and the enrolment form annotated to show that a refund has been given

1.9.5 REFUNDS FOLLOWING RE-MARKING

KAMS does not charge students for remarking

1.9.6 CHARGES FOR SPECIFIC SERVICES

KAMS will not charge fees for the following services:

- a) Assessment only and assessment held in normal assessment period
- b) Re-marking of an assessment if the result was a fail
- c) Re-marking of an assessment if the result was a pass
- d) Replacement of award/qualification/academic record
- e) Re-issue of academic statement
- i) Results on computer network
- ii) Results from archive
- f) Remote assessment supervision

2. RELATED POLICIES AND OTHER RELEVANT DOCUMENTS

This policy should be read in conjunction with:

- National 2015 Standards for Registered Training Organisations
- VET Administrative Information for Providers – Addendum incorporating the VET
- VET Fees & Charges Policy 2018

3. RELEVANT LEGISLATION

- Vocational Education and Training Act 1996
- Vocational Education and Training (Colleges) Regulations 1996
- Vocational Education and Training (General) Regulations 2009
- School Education Act 1999

4. CONTACT INFORMATION

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