

Student Fees (Policy PPMF TAFESA 1211 and PPMF – TAFESA – 1210)

Fees	The cost of your course and relevant policy information can be found on course pages on the TAFE SA website.
Fee Structure	TAFE SA calculates the cost of funded places in accordance with rules governing subsidised training and publish the student fees for each course on the TAFE SA website. Some foundation study courses are subsidised for individuals assessed as needing to complete a foundation course, those courses are listed on www.tafesa.edu.au
Concessions	You will be provided with concession rates at the time of registration, and these will be validated at the time of enrolment. To qualify for concession, you must hold; • Valid Health Care Card or • Pensioner Concession Card; or • Veteran Affairs Pensioner Concessioner Card; or • Currently a prisoner¹ in a South Australian correctional institution.
Incidental Fees	You will be made aware of incidental fees that may form part of your course requirements before your registration. You will be given the option of paying the incidental fee/purchasing the product/s from another source. An example of incidental fees may be food, transport and accommodation costs associated with the provision of field trips that form part of the course. Incidental fees are published on each course page (if applicable) on the TAFE SA website.
Standard Payment Plans	You may be entitled to pay your course fees by a standard payment plan. This information will be provided to you before your course registration and can be found on the TAFE SA website. Conditions apply. Applications are made online and repayments are to be made via Direct Debit or Centrepay.
Fee Exemptions (see <i>Terms and Conditions</i> on page 3)	You may qualify for fee exemptions if you are; • Under the Guardianship of the Minister (GOM) • A companion with a holder of a companion card • Previously paid fees, and are from the Police Academy Further information on whether you qualify can be found on the Skills SA website.

¹ **'Prisoner'** includes all prison inmates, detainees, people on remand, those held in South Australian institutions in connection with the commission of an offence and extends to children in South Australian Detention Centre's that are beyond the age of compulsory schooling. As home detention is not included with the meaning of 'South Australian correctional institute; all people on home detention are excluded from concessional rates applied to a prisoner.

Student Fee Refunds <i>(see Terms and Conditions on page 3)</i>	Payable when in receipt of appropriate documentation. • Full refund is available upon withdrawal from the unit of study one day prior to the study commencing or earlier. • Full refund if you accept higher preference course (provide copy of emailed offer) • Full refund if you are granted RPL for any unit of study that you are registered in before 20% of that class has been completed. • Full refund if TAFE SA cancels the course • 50% of fees upon withdrawal from unit of study prior to 20% being completed No refund of fees will be paid; • For fees paid for RPL • Short courses and full fee-paying courses (except for cancellation by TAFE SA or the class has not commenced) • For fees paid for incidental items that have been supplied or purchased through TAFE SA, and • Where the total refund is below \$20
Student Fee Refunds VET Student Loans	If you withdraw on or before the Census date you: • are entitled to a refund if you have paid upfront; or • do not incur a debt if you have taken out a VET Student Loan. If you withdraw after the Census date you: • receive no refund if you have paid upfront; or • are liable for the full debt if you have taken out a VET Student Loan. (Unless the debt is remitted under special circumstances). If special circumstances apply, you will need to apply for a refund/re-credit. Further information can be found on the TAFE SA Website under VET Student Loan
Student Fee Refunds FEE-HELP	If you withdraw on or before the Census date you: • are entitled to a refund if you have paid upfront; or • do not incur a debt if you have taken out a FEE-HELP Loan. If you withdraw after the Census date you: • receive no refund if you have paid upfront; or • are liable for the full debt if you have taken out a FEE-HELP Loan. (Unless the debt is remitted under special circumstances). If special circumstances apply, you will need to apply for a refund/re-credit. Once a unit of study has been graded no refund or remittance can be given. Further information can be found on the TAFE SA Website under FEE-HELP

Terms and Conditions

Refunds – Supporting documentation & information	• Sickness (verified doctors' certificate) • Change of employment circumstances (verified by employer) • Other valid reason at discretion of the TAFE SA delegate • Unpaid fees are required after 20% of study completed
Fee Exemptions	• Upon presentation of a Companion Card, carers can have their fees exempted • Police Academy exemption applies when a student is a member of the Police Academy and where there's a memorandum of agreement for training • Exemption of fees may be granted on grounds of financial hardship and approved only by the TAFE SA delegate. • Students who are/have been under the guardianship of the Minister and aged 16 and over, will have their fees exempted for courses that are subsidised only. Full fee-paying courses and incidental fees are not covered. Normal subsidised training eligibility rules apply.
Financial Consent	• If you have an overdue TAFE SA debt you will not be allowed to register in TAFE SA courses. This includes enrolment into fee free courses. • You must enrol in TAFE SA through MyTafeSA and to accept responsibility for payment of the fees arising from your enrolment by personally accepting the financial terms and conditions. • If you fail to pay your fees within the required time frame (7 days) your account may have a hold applied and be prevented from registering into any classes unless there are compassionate grounds (as approved by the relevant delegate). No refund of any amount will be paid in these circumstances.
Number of Enrolments	• You are eligible to enroll a maximum of three times in the same unit of competency at a government subsidised rate to achieve a pass (this includes RPL). • Further enrolments beyond the three will be charged at the Full Fee Payment (FFP) rate. • A withdrawal from the unit of competence, after a class has commenced, will count as enrolment with the exception of circumstances which may have been caused by TAFE SA, for example cancelled class.

More Information – visit the [TAFE SA Website](https://www.tafesa.edu.au)