

Student Fees (Policy PPMF | TAFESA | 76)

Fees	The cost of your course and relevant policy information can be found on courses tab in the TAFE SA website.
Fee Structure	TAFE SA calculates the cost of funded places in accordance with WorkReady rules 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; <ul style="list-style-type: none"> • Valid Health Care Card or • Pensioner Concession Card; or • Veteran Affairs Pensioner Concessioner Card; or • Currently a prisoner ¹ 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. TAFE SA publishes a schedule of incidental fees and you may discuss these with staff.
Fees-by-Instalment	You may be entitled to a Fees-by-Instalment arrangement in accordance with the TAFE SA Fees-by-Instalment Policy . This information will be provided to you before your course registration and can be found on the TAFE SA website.
Fee Exemptions (see <i>Terms and Conditions overleaf</i>)	You may qualify for fee exemptions if you are; <ul style="list-style-type: none"> • Under the Guardianship of the Minister (GOM) • A holder of a companion card • Previously paid fees, and • From Police Academy. • Further information on whether you qualify can be found on WorkReady
Student Fee Refunds (see <i>Terms and Conditions overleaf</i>)	Payable when in receipt of appropriate documentation. <ul style="list-style-type: none"> • 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.

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 continued

(see *Terms and Conditions
overleaf*)

- 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 (except for cancellation by TAFE SA)
- For fees paid for incidental items that have been supplied or purchased through TAFE SA, and
- Where the total refund is below \$20

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 waived for courses funded through the Government of South Australia's WorkReady initiative only. Fee for service courses and incidental fees are not covered.

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 Self Service Banner (SSB) and to accept responsibility for payment of the fees arising from their 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 funded rate to achieve a pass (this includes RPL).
- Further enrolments beyond the three will be charged at 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 Contact TAFE SA Information Services email info@tafesa.edu.au