



Yarra College
Australia

Fees and Charges Policy and Procedure

1. Policy

This policy/procedure provides all staff and clients' information on the process for determining fees and charges for all courses provided by Yarra College Australia and the pre-determined fees allocated for each course.

It also identifies the processes in place to protect the fees paid by students in advance. This includes implementing appropriate fee protection mechanisms for all student fees paid in advance.

The RTO is only accepting international students and is accepting International Student fees in advance. All fees and charges are in line with the ESOS Act 2000 (& Tuition Protection Service) requirements for International Students. The RTO has a designated Bank Account for all student fees to be paid. These fees will only be accessed once the student has commenced studies.

2. Procedure

Student Fee Protection:

Yarra College Australia protects student fees with a fair and reasonable refund policy and procedure which is provided to students prior to enrolment. The conditions of the Refund Policy and Procedure are outlined in the relevant Student Information Handbook (International students), Written Agreement (International), and are available upon request at any time.

All refund arrangements and the availability of the complaints and appeals processes, does not remove the client's right to take action under Australia's consumer protection laws, including but not limited to a statutory cooling-off period, if one applies.

- International Students
Yarra College Australia will not *require* an international student or intending overseas student undertaking a course that is more than 25 weeks, to pay more than 50% of the student's total tuition fees for a course before the student has begun the course.
While Yarra College Australia *cannot require* students to pay more than 50 per cent up front, it can *accept* more than 50 per cent of tuition fees before a course starts if the student, or the person responsible for paying the fees, chooses to pay more.

Yarra College Australia has a designated Bank Account in which all pre-paid fees of an international student (or intending overseas student) will be deposited within 5 business days of receiving the funds. These fees will only be accessed once the student has commenced studies.

Determining Course fees

All fees are to be confirmed prior to enrolment and the commencement of training. The amount to be charged for all training and assessment services will be determined by the CEO and this will be consistently documented through all marketing materials and enrolment documentation including:

- Pre-enrolment information (Course brochure, website)
- Application and Enrolment forms (including written agreement for international students)
- CRICOS Register
- Website

Course fees must include all costs associated with studying with the RTO and will comprise:

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- Tuition fees
- Materials & equipment fees

Students will be informed of the course fees prior to enrolment and will be required to pay their initial payment of course fees to confirm their enrolment. The payment / collection of the student fees will be documented by Student Administration into the Student Records Management Database (Eskilled).

Course Fees

The RTO is able to offer the following types of course fees:

- **Fee for Service (FFS) Course fees**
This fee is to be applied for any international student wishing to undertake a course with the RTO. This is the full fee without any discount

The current course fees are as follows:

- **Application Fee:**
All applications to study with Yarra College Australia will incur an administration fee for the processing and evaluation of an application.

This fee is set at: **\$200.00**

This administration fee is non-refundable (*Except in the case of provider default – see Refund Policy and Procedure*).

- **Tuition and materials fees:**
The following are the pre-determined course fees to study each Qualification with Yarra College Australia can be found at www.yarracollege.vic.edu.au

Please note:

- Payment schedules are in place
- The RTO reserves the right to adjust fees at any time
- Refund arrangements are in place for all courses. See the Refund Policy and Procedure for details on withdrawal from a course of study and refunds associated
- The CEO is the only person authorised to develop, amend, and negotiate student fees.
- Yarra College Australia will not *require* an international student or intending overseas student undertaking a course that is more than 25 weeks, to pay more than 50% of the student's total tuition fees for a course before the student has begun the course.
- While Yarra College Australia *cannot require* students to pay more than 50 per cent up front, it can *accept* more than 50 per cent of tuition fees before a course starts if the student, or the person responsible for paying the fees, chooses to pay more.

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