

Additional Costs to Learners – TAFE NSW

1. Objectives – Policy statement

1.1
This policy outlines the additional costs that learners may be charged over and above the course fee.

2. Audience and applicability

This policy applies to TAFE NSW Regions and TAFE Digital with respect to additional costs to learners, over and above the course fee, for materials, resources, equipment and services used by them in undertaking training and in the course of their study. The following principles set the parameters for levying additional costs to learners:
 additional charges may be requested of any learner for materials, resources, equipment and services that will be directly used by them in the course of their studies, where the learner has a choice of acquiring them from TAFE NSW or from a supplier other than TAFE NSW, and
 the essential items, materials or equipment becomes the physical property of the learner, are retained by the learner on completion of training,
 are for an alternate item or form of access to an item or service that is not essential for the learner to complete training, where the standard item is provided at no additional cost,
 the level of the additional costs are directly related to cost recovery of the requirements of the materials, resources, equipment and services sold to the learner,
 field trips and food, transport and accommodation costs associated with the provision of field trips that form part of training,
 learners are fully informed of the additional costs and alternatives available to those with difficulties paying through course information brochures, the TAFE NSW websites, course orientation sessions and via online enrolment services,
 no monies collected to provide learners with materials, resources, equipment and services are diverted for other use,
 this policy is underpinned by the general principle that no learner should face embarrassment by inability to pay.
 TAFE NSW learners cannot be charged for learning resources such as workbooks or learner guides essential to the delivery of training, or learning resources that have been replicated by or developed internally by TAFE NSW.

3. Context

3.1
The policy has been developed in the context of the additional costs to learners, over and above the course fee, that are levied on learners when they enrol in TAFE NSW.

3.2
This policy has been reviewed in the context of the NSW Government *Smart and Skilled Reform* with implementation and effect from 1 January 2015.

3.3
The legislative requirements of the Higher Education Support Act (HESA) 2003 and the requirements within the TAFE NSW VET Student Loan policies and procedures

3.4 Document history and details

Implementation date

19/01/2006

Web publication date

24/01/2006

Reference Number

PD/2006/0314/V02

Approval date

19/01/2006

Approving officer

Manajina Director TAFE NSW

Superseded documents

Course Related Charges Policy

Document history

N/A

Main changes since previous version

Reference to Smart & Skilled Fees, VET Student Loans, and TAFE NSW Delegations

Policy contact

Manager, Operations & Regional Support

NSW TAFE Commission reference numbers N/A

SCIS Number

N/A

Publication data

Publicly-available	Yes
Storage location	wwwpolicies: central
Primary location	TAFE Student administration Fees
Leading and Managing the School categories	none
Subject keywords	TAFE, course related charges, students, enrolment, payment, resources, equipment, services

4. Responsibilities and delegations

4.1
Regional General Managers and the General Manager, TAFE Digital, have responsibility for review of the additional costs for courses delivered within their Region.

4.2
The Chief Financial Officer and the Chief Education & Training Officer, under TAFE NSW Delegation 12.2, have authority to impose fees and charges and approve additional costs to learners.

5. Monitoring, evaluation and reporting requirements

5.1
TAFE NSW Regions and TAFE Digital will monitor and evaluate the implementation of this policy and report as required.

5.2
TAFE NSW Student Services will review the policy every three years and will ensure compliance with the annual update to *Smart and Skilled* Operating Guidelines and *Smart and Skilled* Fees Administration policy

5.3
TAFE NSW Student Services will monitor and review related procedures to ensure compliance with this policy

6. Contact

TAFE NSW learner inquiries regarding this policy should be directed to the Administration Office at the student's college/ location of enrolment.
 TAFE NSW staff inquiries regarding the implementation of this policy or its associated procedures should be directed to Manager, Operations & Regional Support, TAFE NSW Student Services.