

WELCOME TO



LET'S
GET YOU
ENROLLED!

What to bring with you when you're ready to enrol

- Your completed and signed enrolment form
 - Check that you have included your USI, contact details, and if you are under 18 that a parent or guardian has also signed.
- Australian Birth Certificate or Current Australian Passport (Or Current New Zealand Passport) or A GREEN Medicare Card
- A CURRENT Driver's Licence or Learner's Permit, 'Keypass' Card, or Proof Of Age Card
- Health Care Card (or digital wallet), Pensioner Concession Card or Veterans Gold Card with a start date prior to your course commencement date (if applying for concession rates)
- Authority to invoice (if a third party is paying your fees)
- Any relevant Statement of Attainment to support identified Credits
- If you are under 17 and have been cleared to enrol by the Department of Education OR have a completed Transition from School Form, bring this documentation with you.
- Year 12 Certificate or Certificate IV or higher documentation (only applicable if using a VET Student Loan)

FEES

Everyone has different circumstances that can affect what you pay and how much you pay.

Your fees each year are made up of 3 different areas:

- Tuition fees
- General Services Fee
- Course consumable or material fee

There are 3 different rates of fees. Only one will apply to you depending on your eligibility and circumstances.

- Government Subsidised
- Government Subsidised (Concession)
- Full fee

Unless a fee payment plan (*) has been approved, fees are required to be paid upfront and in full at the time of enrolment via card, cash, BPAY, cheque.

(*) refer to section :Help with fees

GOVERNMENT SUBSIDISED TRAINING

You may be eligible to significantly reduce your tuition fees through Skills First funding.

To be eligible for a Skills First subsidised training place, you need to be

- either an Australian citizen, an Australian Permanent Resident (holder of a permanent visa) or a New Zealand citizen.
- Living within Victoria while studying your course
- have not commenced or be scheduled to commence more than two government-subsidised courses in a year
- not be undertaking more than two government-subsidised courses at any one time
- have not commenced more than one other government subsidised course at the same level in your lifetime (other than Foundation level)

And are any of the following:

- Under 20 years of age
- Or be over 20 years of age, and be enrolling into one of the following:
 - An apprenticeship
 - Into VCE or VCAL
 - In a course that is at a higher level than your previous highest educational level achieved

Things to note:

- If you are enrolled at a secondary school, you will not be eligible unless you are undertaking the course as part of a school-based apprenticeship or traineeship
- If you are an asylum seeker or a victim of human trafficking (confirmed by appropriate authorities), the citizenship/ residency eligibility requirements may be waived
- You may qualify for an eligibility exemption if you are:
 - Enrolling in a lower Australian qualification than currently held or
 - Commencing your third or more qualification at the same level in your lifetime or
 - Commencing your third or more 'Course In' in your lifetime

CONCESSION

If you are eligible for a Skills First subsidised course up to Certificate IV level, you can claim concession rates on your tuition and general service fees upon enrolment if you provide a Commonwealth Healthcare Card (or digital wallet), Pensioner Concession Card or Veterans' Gold Card that is valid at the time of course commencement.

Upon proof of eligible concession your tuition fees will be reduced to an amount of 20% of the original Skills First fee rate and the general service fee will be capped at \$55.

Aboriginal and Torres Strait Islanders will be granted concession rates on tuition fees for any level course when assessed as eligible for Skills First.

STATEMENT OF FEES

You will be supplied with a Statement of Fees, indicating your indicative total course cost (excluding booklist items) and taking into account your circumstances such as concession.

HELP WITH FEES

Fees are required to be paid upfront and in full at the time of enrolment. If your personal circumstances mean that this is not possible, then you may be able to make alternative fee payment arrangements.

Payment Plan

In partnership with Debit Success, we can offer you the opportunity to spread your fees over the duration of your course by making payments via direct debit on a weekly, fortnightly or monthly basis on a day of your choice.

You can use Direct Debit to pay the tuition, general services and course consumables fees of any course. Direct Debit cannot be used for any items listed on your booklist or for short courses.

Things to note:

- There's an administration service fee of \$10 added to the first payment
- A billing fee of 4.6% of the total amount owing will be charged
- 20% deposit is required to set up a Debit Success plan
- It must be paid in full at least one month prior to the expected course completion date
- You must be 18 years of age to set up a Direct Debit (or have a guardian set up and sign on your behalf for the financial responsibility)

Centrepay

Centrepay offers you the opportunity to deduct your fees directly from your Centrelink benefit.

Repayments of fees through Centrepay require you to pay fortnightly instalments to cover the outstanding amount.

Things to note:

- A 20% deposit is required to set up Centrepay
- There is a maximum payment of \$100 per fortnight
- It is to be paid in full at least one month prior to the course completion date
- Booklist items (resources) cannot be added to Centrepay

Authority to invoice a third party

If a third party such as your employer are to pay your fees, they will need to complete and sign an Authority to Invoice form. We will invoice the nominated 3rd party the nominated amount of your fees.

You can find the form within your enrolment pack or at a Customer Service Centre.

VET Student Loans

You can study now and pay later with VET Student Loans for any eligible Diploma or Advanced Diploma courses. VET Student Loan is a Government supported loan program that can be used to pay off your tuition fees. On enrolment you must pay the general service fees and consumable fees associated with your course directly to us either upfront or via a payment plan.

Am I eligible?

To be eligible to access a VET Student Loan, you must be enrolling in an eligible Diploma or above course, not have been offered an inducement to undertake the course, and:

Be one of the following:

- An Australian citizen
- A New Zealand Special Category Visa (SCV) holder who meets the long-term residency requirements
- A permanent humanitarian visa holder

And

- Have not exceeded the FEE-HELP limit or VET Student Loans course cap
- Submit a request for a VET Student Loan via the Government's eCAF System
- Provide proof of citizenship
- meet Tax File Number requirements
- provide Unique Student Identifier (USI) number
- Meet student entry procedure requirements

What's the student entry procedure?

To be able to access the VET Student Loan, you must complete an assessment of your suitability to undertake your chosen course of study. In addition, you must provide evidence of one of the following:

- your Australian Year 12 Certificate or
- evidence of completion of a Certificate IV or higher qualification or
- Display competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test. You will have completed this as part of your Pre Training Review and your Course Coordinator will have let you know if you are eligible. If you are unsure, ask your Course Coordinator

Things to note:

- Your debt is repaid through the tax system once you reach the minimum income threshold level of repayment
- In the 2017-18 income year, you will be required to commence compulsory repayments if your income is \$55,874 or above
- Approved courses will be subject to maximum loan caps and students will be required to pay any fee over and above that cap

For further information on the VET Student Loan Entry Procedure, visit swtafe.edu.au

More information about VET Student Loans is available at <https://www.education.gov.au/information-vet-student-loans-students>

Fee Payment

Upon enrolment and activation of your fees, you have an obligation to make payment as agreed. It is your responsibility to make sure that all fees and debts are paid. This also applies where a third party (such as your employer) has agreed to pay your fees.

Outstanding fees and debts with South West TAFE may impact on your ability to continue studying with us; enrol in any further courses; impact on any fee refund; and will result in qualification documents being withheld until payment is made.

Where South West TAFE engages the services of debt collection agencies to recover unpaid fees or debts, we reserve the right to also recover associated debt collection costs from the student. In addition, debt collection processes have the potential to affect your future credit rating.

If you are likely to or are having difficulties in meeting your fee payments – talk to us.

RECOGNITION OF PRIOR QUALIFICATIONS AND PRIOR LEARNING

If you have previous skills and knowledge gained through prior formal training, work experience or life experience, you may be eligible for recognition through an RPL process. You will have indicated your intention to apply for RPL as part of your Pre Training Review and your Course Coordinator will start this process with you.

CREDIT TRANSFER

If you have a Statement of Attainment providing evidence of previously completing units that are equivalent to a unit/s in your course you will be granted a credit transfer for that unit. You will need to provide the Statement of Attainment as part of your enrolment documentation.

For a credit transfer to be granted, the unit must be completed through a Registered Training Organisation or other educational institution. Credit transfer options should have been discussed with you as part of your pre-training review process. If this has not occurred, please speak with your course coordinator prior to enrolling.

WARRNAMBOOL CAMPUS

197-205 Timor Street
WARRNAMBOOL VIC 3280

SHERWOOD PARK, WARRNAMBOOL

Princes Highway (Deakin University)
WARRNAMBOOL VIC 3280

HAMILTON CAMPUS

200 Ballarat Road
HAMILTON VIC 3300

PORTLAND CAMPUS

154 Hurd Street
PORTLAND VIC 3305

COLAC CAMPUS

54A Bromfield Street
COLAC VIC 3250



swtafe.edu.au | 1300 648 911