

POLICY

FILE NO: 05/798
TO BE PUT INTO TRIM AFTER DG APPROVAL AS A NEW VERSION TO INT05/12843
13 SEPTEMBER 2006



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

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Title	Student fees – departmental colleges	Version	3
Policy No.	A- 029	Effective date	12/10/2005
Authorised by	Director General	Authorisation date	Date approved by DG

Overview

This policy sets out requirements for charging, collecting and refunding fees for students of Tocal College.

Background

Development of this policy has been undertaken to ensure consistent treatment of the payment of student fees by full- and part-time students and trainees at the department's colleges.

Scope

This policy applies to the administration of student fees for all courses offered by Tocal College. It does not apply to the administration of courses offered more generally by NSW Department Primary Industries.

Policy

Payment of fees – full time students

A full-time student may only be enrolled when:

- a *Formal acceptance of debt form* or *Fee payment option form* has been signed by the student, parent/guardian or responsible fee payer; **and**
- a deposit has been paid.

The deposit must be paid no later than the middle of January each year and forms part of the annual fees for the course. The amount of the deposit varies depending on the course in which a student enrolls.

Remaining fees must be paid in advance (prior to the beginning of each term or in line with instalment schedules).

Course fees, such as the general deposit, key deposit, student association, recreation and welfare levies, are to be paid in their entirety before a student commences and will generally be deducted from course enrolment deposits.

The fee payer will be provided with a compliant tax invoice detailing all fees to be charged for the term or year.

4.2 Payment of fees – trainees

A trainee's enrolment will not be accepted unless a *Formal acceptance of debt form* or *Fee payment option form* has been signed by the student, parent/guardian or responsible fee payer.

Trainees must pay their fees in advance (prior to the beginning of the course or by the first working day of their college block release and/or entering the College Residence).

General deposit, key deposit, amenities and administration fees are to be paid in their entirety on enrolment.

4.3 Payment terms

Students can elect to pay their fees:

- annually (in advance), or
- each term (in advance), or
- Using an approved instalment plan.

Where fees are paid by an approved instalment plan, fortnightly payments (designed to have a term's fees fully paid by the end each term) are preferred. Variations to the payment of instalments or delayed payments require the written approval of the Director, Regional Relations & Education.

4.4 Payment methods

Payment of fees can be made by cash, cheque and/or credit card at the College or to the department's Revenue section. Electronic fund transfers must be organised through the Revenue section.

4.5 Refunds

Those students who have paid a deposit to secure a place in the course and withdraw within three weeks of the course enrolment day will be charged a \$200 administrative fee.

Refund of tuition fees will only be made if a student withdraws from the College within the first two weeks of a term, or due to exceptional circumstances. Consideration of the latter is subject to written application.

Refunds for board and lodging will be considered in exceptional circumstances. Where a student is absent for an extended period due to illness, accident or significant timetable issues to do with their electives a refund may be considered. Requests for refunds for periods of less than 1 (one) week, or where students are suspended, off campus, sick or have exemptions from specific modules will not be considered. All requests for refunds must be in writing to the College Principal.

Student Association fees are non refundable.

The general deposit and key deposit will only be refunded if there is no damage to the student's room and there are no fines outstanding.

Tour expenses paid in advance will be fully refunded if the student has not undertaken the tour prior to withdrawal. If the student has gone on tour the balance of expenses will be refunded.

Recreation and welfare levies are non refundable.

All refunds require approval of the College Principal

4.6 Discounts

Discounts and waivers require the written approval of the Director-General.

4.7 Deducting scholarships from fees

All students awarded scholarships will have a pro rata amount deducted from their course tuition fees per term (with exceptions) prior to invoicing. Normal payment terms will then apply.

If a student withdraws from the College they will relinquish the balance of the scholarship.

4.8 Debt management

The responsibility for the management of student debt rests with the College Principal.

The College Registrar is responsible for following up outstanding debts. The Registrar can approach students on an informal basis regarding overdue debts.

Students will not be permitted to commence their course or enter college residence if fees have not been paid in advance or other arrangements approved in accordance with Sections 4.1, 4.3 and 4.6 of this policy.

4.9 Statement of attainment

Students who have outstanding fees will not receive any recognition for attainment.

4.10 Default payments – Residential students

Students who default on payment will immediately be given a notice stating that unless the outstanding amount is paid within four weeks, approval will be sought from the Director-General for the Principal to remove the student from the residence and/or the course.

4.11 Default payments – Non residential students

Students who default on payment will immediately be given a notice stating that unless the outstanding amount is paid within four weeks, approval will be sought from the Director-General for the Principal to withdraw them from the course.

4.12 Student debts

All student debts will be recorded in the Departments Finance System (SAP).

The payment terms (annually, by term, or by instalment) will be recorded in SAP.

The due date for all payments (other than fines) will be the first day of the academic term for each particular course.

Student debts arising from either Sections 4.10 or 4.11 of this policy will be referred to the department's debt collection agent for collection.

Procedures

The following internal NSW DPI procedures can be found at <http://intranet.dpi.nsw.gov.au/resources/procedures>

- NSW DPI - Accounts Receivable Procedure
- NSW DPI - Invoicing customers
- NSW DPI - Refunding monies paid to the Department

Definitions

Compliant tax invoice: An invoice compliant with GST legislation and addressed to the student or the fee payer.

SAP: Short for 'Systems Applications Products' the financial management information system used by the Department.

Full-time – means a student who undertakes studies five days per week for 30 or 35 weeks per annum depending upon the course in which they are enrolled.

Trainee – means a student who attends college part time on a block release basis over a period of 3 years

Related legislation

- Public Finance and Audit Act
- Treasurer's Directions
- Australian Taxation Office Legislation and Rulings regarding GST

Related POLICIES

- Policy A-005 Accounts Receivable

Related DELEGATIONS

- Delegation for refunds (new)
- Delegation for writing off of debts
- Delegation for the waiver of debts

Related Documents

Related documents can be found at: www.tocal.com

- College courses
- College fees
- Enrolment Day process

revision History

Issued	Date
Version 1	12 October 2005
Version 2	22 November 2005
Version 3	Date approved by DG to be inserted here

Date of next review

12 October 2009

CONTACT Officer

Registrar, Tocal College