

LATROBE COLLEGE OF ART AND DESIGN

Policy

DETERMINING & PUBLISHING TUITION FEES

VET Student Loan Rules 2016, Section 118 //
VET Student Loan ACT 2016, Section 57 (Publishing Tuition Fees)

Policy

This policy outlines LCAD's procedures for determining, documenting, and publishing tuition fees in accordance with Rule 118 of the VET Student Loans Rules 2016 and VET Student Loan ACT 2016, Section 57. The goal is to ensure tuition fees are transparent, consistently applied, and based on documented cost considerations, as well as available to the student on the college's website before they enrol.

LCAD will determine tuition fees for VET Student Loan-approved courses in a manner that:

- Reflects the cost of delivering the course, including educational resources and support services.
- Is transparent and reasonable.
- Is documented and published in accordance with the VSL legislative framework.

LCAD will not vary tuition fees for students within the same cohort unless required by law and approved by DEWR. It will ensure that any fee variations are properly published and notified.

Definitions

- Approved Course - A course approved under the VET Student Loans Act 2016.
- Tuition Fee - The fee charged to a student for their participation in the course, exclusive of materials, administration, or incidental fees.
- Cohort - A group of students commencing an approved course on the same day.

Procedure:

Cost-Based Fee Determination

LCAD determines tuition fees based on the following components:

- Trainer and assessor wages
- Learning and assessment materials
- Student support services
- Facilities and infrastructure
- Online platform maintenance and support (if applicable)
- Regulatory compliance and administrative overheads

VSL Course Caps Indexed Amounts

LCAD will also determine tuition fees based on the VSL Course Caps Indexed Amounts issued by DEWR for the following calendar year.

- Each year the VSL Course Caps for approved courses that LCAD have on scope will increase according to the annual indexation of the dollar linked to CPI.
- DEWR will publish the indexed increase, of which LCAD will update its course fees for the following year.
- All study units enrolled in by new and continuing students with a census date from January 1 will be charged the indexed amount of the year. Students whose studies span multiple years will be charged different amounts each year as the indexation increases.
- LCAD will publish on its website its tuition fees via the VSL Tuition Fees Schedule in November each year.

Consistency Within Cohorts

- The tuition fee for each approved course must be the same for all students in a cohort.
- LCAD will not charge different tuition fees to individual students within a cohort for the same course.
- Discounts, fee waivers, or inducements are not permitted under the VSL framework.

Transparency and Publication of Fees

Tuition fees for each approved course must be:

- Published on the LCAD website before enrolment or course commencement.
- Provided to students in writing prior to enrolment or application for a VET Student Loan that includes:
 - Fees by term, study unit and total course fee
 - Costs expected for non-tuition fees, such as materials and equipment.
- Published in a VSL Tuition Fees Schedule that includes:
 - Tuition fees by study unit
 - Census dates

Review and Adjustment of Tuition Fees

- This policy will be reviewed annually or as required to remain compliant with legislative changes.
- Tuition fees may be reviewed and adjusted annually.
- The published fees are reviewed annually or more often if needed.
- Any revised tuition fee will only apply to new cohorts.
- Where fees are varied for new cohorts, LCAD will:
 - Update the website and Tuition Fee Schedule.
 - Publish the revised fee at least 10 days prior to the new cohort commencing.
 - Ensure compliance with LCADs policy: VSL Rules 126-127 Variation of Tuition Fees.

Records and Evidence

- LCAD keeps a record of its fees and charges in Checklist Fees Planning
- It keeps a record of its VSL Tuition Fees Schedule within VSL.
- The methodology used to determine tuition fees.
- Documentation supporting costs included in fee calculations.

This evidence will be available for audit by the Department of Employment and Workplace Relations (DEWR) or the VET Student Loans Ombudsman.

Responsibilities

See Organisation Chart

Breaches of Policy

Any breach of this policy, including charging inconsistent fees or failing to publish correct information, will be treated seriously and may be reported to DEWR. Non-compliance could result in regulatory sanctions.

Subdivision A—Determining tuition fees

117 Purpose of this Subdivision

This Subdivision is made for the purposes of paragraph 55(2)(a) of the Act.

Note: An approved course provider may be liable for a civil penalty if the provider fails to comply with this Subdivision: see subsection 55(3) of the Act.

118 Matters an approved course provider must not have regard to in determining tuition fees

- (1) In determining tuition fees for an approved course, an approved course provider must not have regard to any of the following:
 - (a) a matter related to the manner or timing of:
 - (i) payment of tuition fees by students; or
 - (ii) payment of loan amounts by the Secretary to the provider;
 - (b) fees payable for anything other than:
 - (i) assessing whether a student is academically suited to undertake the course; and
 - (ii) enrolment in the course; and
 - (iii) tuition for the course; and
 - (iv) examination for the course; and
 - (v) award of a qualification for completion of the course;
 - (c) fees payable for a particular form of access to a good or service that is essential for all or part of the course and access to which in another form is provided by the approved course provider without additional charge;
 - (d) fees paid by a student enrolled in the course directly to the approved course provider for the supply of a good or service that is either:
 - (i) equipment or physical items that become the student's property and are not consumed during the course; or
 - (ii) food, transport or accommodation associated with the provision of field trips that form part of the course;and that the student could have acquired, but chose not to acquire, from another supplier;
 - (e) a fine or penalty imposed by the provider as a disincentive for something other than withdrawing from all or part of the course, and not to raise revenue or cover administrative costs;
 - (f) the provision to a student enrolled in the course of a good or service that is not essential for all or part of the course;
 - (g) fees payable for a Special admissions test.
- (2) The paragraphs of subsection (1) do not limit one another.

VSL Act 2016

57 Publishing tuition fees

An approved course provider contravenes this section if:

- (a) the provider enrolls a student in a course on the basis that some or all of the tuition fees for the course are covered fees; and
- (b) on the day before the student is enrolled, the tuition fees for the course were not available on the provider's website in a way that was readily accessible by the public.

