

DNA = DNA Kingston Training / Dental Nursing Australia

General Policies and Procedures

This policy applies to all intending, commencing and continuing Students. As soon as a Student accepts a place offered by DNA and pays the associated fees, a binding contract is created between the Student and DNA. Students are to be advised of our complaints and appeals process, fees, other costs, course of enrolment, offer letter, information available in handbook and college web site and Orientation Day.

Students have a responsibility and commitment to ensure fees are paid in full, within payment time frames indicated by the college.

Enrolment is not complete until statutory based fees and charges are paid, deferred payment arrangements have been made or fees and charges have been waived. Details of all student enrolments must be retained for audit purposes.

Student late payments or failure to pay, may incur penalties, for late payments.

Students will be given a minimum of eight weeks from the commencement of the unit to finalise payment when paying by instalment. CEO will use their discretion in the application of this instruction by formulating the payment by instalments to more appropriately match the particular training program. Details of the student's enrolment and details of why deferred payment was granted will be retained for audit purposes.

Where approval has been given for a student to pay by instalment, DNA is responsible for the collection of outstanding fees and charges.

Fair and adequate recovery procedures will be in place to manage the collection and recovery of monies.

Students who have fallen behind in their payments will not be eligible to be enrolled in additional units unless appropriate arrangements, agreed to by both the student and DNA, have been put in place to pay the amount outstanding.

DNA Management and staff endeavour to provide timely and accurate information on the course related fee requirements to enrolling and enrolled students of DNA. Under regulatory requirements, DNA will endeavour to follow fees in advance policies. Payment plans can be arranged.

We will endeavour to maintain an account to sustain refunds for training not currently delivered. For multiple courses students are enrolled, fees are only taken for the initial study period. Fees are not taken in advance.

Students enrolling in a publicly funded course are charged according to the same fee structure regardless of mode of delivery, including:

- local face to face class;
- remote live electronic conferencing;
- self-paced – scheduled and unscheduled;
- external studies;
- workplace learning;
- video/television based learning; and
- online learning.

The Manager shall:

1. Ensure that all information contained in marketing and advertising that relates to course fees are accurate and relevant to current fee policy, and that students are provided with 30 days notice prior to any course fee changes.
2. Review course fees and procedures annually.
3. On receiving an enquiry or written application from a student, the Manager will provide advice concerning course fees, refunds, provide the enrolled or enrolling student with information relating to and access to the refund policy and procedures. Further information regarding refunds is available on the college web site and student handbook.
4. On receiving an enquiry or written application from a student regarding refunds or fees, the Manager will advise DNA management team and CEO of the pending application. Applications will be assessed in accordance with the Refund Policy.
5. Review and assessment of procedures will be carried out and documented for future improvement and efficiency.

Guidelines

The student's offer letter will detail all tuition fees and costs associated with the course. Additional charges to the tuition fee may apply for Resource fee and books, modules, uniforms, resources, tools, safety equipment and materials. The items required vary between programmes.

Students enrolling in a course are charged according to the same fee structure regardless of mode of delivery. This may include face to face, blended delivery, flexible delivery, workplace learning, online learning, RPL, correspondence, and Traineeship arrangements.

Fees are applicable from the start date of the course/ module/ unit of competency in which the student is enrolled.

Students eligible for funding under DTWD business rules and should refer to the "Funded Training" section below.

USI numbers and ID are required from all students on enrolment of all programmes.

To ensure consistency, adjustments will not be made to fees to reflect variations in timetabling, lecturers or instance where students complete a course qualification / module / unit in less time than specified in the course outline. Additional charges may be incurred for students that require additional tuition outside the training plan schedule.

Student who require additional training and support due to poor attendance throughout the year and poor commitment to learning will incur additional cost for training outside the training plan schedule. Additional fee calculated on a case by case basis. Identified CALD students are provided additional days and hours for training covered under funding arrangements.

Students who have outstanding fees at completion of their studies will not be issued with Certificate or Results until full payment received.

Scholarship arrangements are established on occasion at DNA. These students will have adjusted fees in writing, according to the Scholarship structure and arrangements. This does not apply to Government funded students.

Students who have difficulties with payments can discuss payments with the College Manager. Special arrangements may be engaged to assist students, though administration and late fees will apply at the discretion of the College Manager.

All students are committed by contract and obliged to pay fees on time and in full. For students under 18 years, guardians will be contacted when fees are in default.

Should default occur on payment, fair and equitable recovery procedures will be utilised to manage the collection and recovery of monies. After three warning, registered debt collectors will be enforced.

Students wishing to attain refunds are reminded to refer to the Refund Policy on the college web site or student handbook. Students are reminded that a request for withdrawal is required in writing within 20 days of withdrawing. Students who wish to cancel, defer or suspend studies should refer to college policy and procedures on the college web site or student handbook.

All complaints will be raised regarding any funding complaints with the CEO.

Student accounts are archived for 5 years.

Funded Training

DTWD provide initiative focused on providing heavily subsidised funded training for eligible students enrolled in courses that are deemed as State priority qualifications; or general industry training courses and foundation skills and equity courses. Further information about the funded courses and fees are available on the DTWD website:

Students eligible for funding are charged as per the annual Fee Schedule available on the DTWD website and as outlined in the “Funded students course fees” in Appendix 1 below.

DNA students may be eligible for funding if they are Culturally and Linguistically Diverse (CaLD); or Unemployed, Newstart or Youth Allowance card holders (Job seekers). Student are required to provide the appropriate evidence, to identify eligibility.

Eligibility

Student Eligibility (General)

Training will **only** be funded where it meets the criteria in the Contract.

Unless otherwise specified, the **following enrolment categories will not be funded**:

a) Persons whose primary place of residence is not in Western Australia, with the exception of Apprentices who have:

- a training contract registered in Western Australia; and
- a Western Australian workplace address; and
- the training is undertaken in Western Australia, if available.

b) Residents of Christmas Island or Cocos Island.

Persons who are neither Australian citizens nor permanent residents of Australia unless they are holders of approved temporary visa subclasses, or spouses or dependents that accompany 457 visa holders.

d) Prisoners.

e) Secondary school Students.

f) Persons under 15 years of age.

g) Persons under 18 years of age in the year of enrolment unless under a DoE Notice of Arrangement (NoA) (Full Time) or exempted from the School Education Act 1999. This does not include Students undertaking a school based program such as an Apprenticeship, Traineeship, Pre-apprenticeship or Aboriginal School Based Training (ASBT) Students.

h) Enrolments in training programs that are not accredited or which fall outside of the Service Provider’s scope of registration.

i) Enrolments in units of competence (UoCs) for which the payment for the reported outcome is shown in Table 1, Service Payment as 0%.

j) Students who do not meet the eligibility criteria for the target group(s) specified in these Business Rules.

Students that do not have a valid USI.

l) Students who do not commence Training within the Student commencing start and end dates as defined in the CPS. and

m) Individuals recruited by a third party on behalf of the Service Provider for a fee

To be eligible to apply for funding as a **CaLD** student, the student must be born overseas and hold the following documentation that may include but is not limited to:

- a humanitarian visa;
- other documentation showing you originated from a country defined as CaLD such as:
 - a passport
 - travel documents
 - a birth certificate
 - or have a referral from a broker for CaLD people.

Culturally and Linguistically Diverse (CALD) target group are Students who are:

i. unemployed or under-employed and have a written referral from an Approved Participation Referral Agent for the CALD cohort; or

ii. unemployed and whose ancestry is not Anglo-Saxon¹⁷, Anglo-Celtic, Aboriginal or Torres Strait Islander and who have documentation that may include but is not limited to humanitarian visas, passports or travel documents or birth certificates or other documentation showing they were born in countries defined as CALD.

To be eligible to apply for funding as a **Jobseeker** student, the student must be unemployed or under employed and:

- hold a Newstart card; or
- Youth Allowance card; or
- have a referral from a job seeker broker.

To be eligible for a guaranteed **State priority training** place you must have left school and be:

- an Australian citizen;
- a permanent visa holder;
- a holder of visa subclass 309, 310, 820, 826 or 851; or
- a dependent of the primary holder of a visa subclass 457.

People with Disabilities target group are:

i. unemployed or underemployed and have a written referral from an Approved Participation Referral Agent for the Disabilities cohort; or

ii. unemployed or underemployed and have evidence of being in receipt of a disability support pension or sickness allowance from Centrelink;

e) **Youth at Risk** may only be referred by an Approved Participation Referral Agent for the Youth at Risk cohort and must be:

- i. unemployed or underemployed and have a written referral from an Approved Participation Referral Agent for the Youth at Risk cohort.
- ii. Aged between 15 – 24 years old.

Eligibility Job Seekers

To be eligible, all Students must be seeking to participate in the workforce. This program is not for existing workers and employers cannot use these funded places to up skill their existing workers.

Job Seekers are able to access main stream training, and must be:

- i. unemployed or underemployed and have a written referral from an Approved Participation Referral Agent for Job Seekers; or
- ii. If self-referred, referred by another agency; or
- iii. recruited by the Service Provider. Job Seekers must have a “health care card: youth allowance” or “health care card: new start”. Other health care cards are not eligible, unless the person is referred by an Approved Participation Referral Agent for Job Seekers.

Note: ex-offenders can, if unemployed, be eligible for training as Job Seekers.

Individuals referred from a Commonwealth ‘Transition to work’ program provider to undertake training must be reported as a Job Seeker

Aboriginal People target group must experience barriers to accessing main stream training, need greater support in training and must be:

- i. unemployed or underemployed and have a written referral from an Approved Participation Referral Agent for the Aboriginal target group; or
- ii. unemployed or underemployed and able to show they are of Aboriginal Descent; and self-identify as Aboriginal; and have community acceptance as an Aboriginal person. Evidence can include letters from an Aboriginal Corporation or from members of the Aboriginal Community

Concession rates

The following students are entitled to the concession rate on course fees:

- a) Persons and dependants of persons holding:
 - i) A Pensioner Concession Card.
 - ii) A Repatriation Health Benefits Card issued by the Department of Veterans’ Affairs.
 - iii) A Health Care Card.
- b) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- c) Persons and dependants of persons in receipt of the Youth Allowance.
- d) Persons and dependants of persons who are inmates of a custodial institution.
- e) Secondary school-aged persons, not enrolled at school.

If the concession is valid for the full enrolment period, then all eligible units commenced within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units commenced on or

after the start date and prior to the expiry of the concession attract the concession rate.

Eligible students are entitled to a 50% concession rate on fees for training up to Certificate IV level.

Note: Concession rates do not apply to all courses. Refer to the Future Skills WA website for further information.

Meeting the concession eligibility requirements entitles the individual to a fee concession, but is not sufficient grounds for the granting of a fee waiver.

Fee Waiver

CEO may waive all fees and charges for students that they assess as being in severe financial hardship for courses below diploma level and concession-eligible Diploma and Advanced Diploma courses with the exception of CHC50113 Diploma of Early Childhood Education and Care. Whether a student is in severe financial hardship is to be determined on a case by case basis by the CEO.

Existing worker trainees are not eligible for a fee waiver with the exception of enrolments in concession-eligible Diploma or Advanced Diploma courses.

DNA have in place formal processes for the waiving of fees and charges. Details of a student's enrolment, records where a fee waiver has been granted and documented reasons for the decision will be retained for audit purposes.

Please note : Meeting the concession eligibility requirements entitles the individual to a fee concession, but is not sufficient grounds for the granting of a fee waiver. Requirements for fee waiver assessments are included at Attachment B.

Fee waiver is available to students that are able to substantiate claims of severe financial hardship through valid evidence.

Severe financial hardship

A person is considered to be in severe financial hardship only where they are unable to provide food, accommodation, clothing, medical treatment, or other basic necessities for themselves and/or their dependents.

Forms of entertainment or recreation are not basic necessities.

Financial hardship assessment

The assessment of whether an applicant qualifies for a fee waiver is to be made on the basis of their individual circumstances and those of any dependent family members.

Subject to the exceptional circumstances outlined below, a fee waiver cannot be given unless **ALL** of the following criteria are met.

Where these criteria are not met, instalment plans are appropriate and extended payment periods may also be considered.

Supporting Documentary evidence

The student must provide relevant supporting documentation to evidence their claim, including detailed evidence as to their financial circumstances. The nature of the evidence provided will depend on the individual circumstances of the student. Example evidence for assessing income includes pay slips and bank statements. Example evidence for assessing outgoings includes tenancy agreements and utility bills.

Criteria for Severe Financial Hardship

1. The student's income must not exceed the Department of Human Services income thresholds for the low income health care card, as outlined below.

Status Weekly Income Total income in the 8 Week Period Prior to Applying

Single, no children	\$546.00	\$4,368.00
Couple combined, no children	\$943.00	\$7,544.00
Single, one dependent child	\$943.00	\$7,544.00
For each additional child add	\$34	\$272.00

2. The student does not have the disposable income to pay the fees via instalments without compromising their ability to meet their basic living needs or those of their dependents.

3. There is no basis for concluding that the student's financial circumstances are likely to change within a reasonable period (e.g. 12 months).

Where these criteria are not met, instalment plans are appropriate and extended payment periods will be considered.

Exceptional circumstances

Short term hardship or temporary financial difficulty that arises from a sudden change in circumstances does not generally qualify a person for fee waiver consideration. Only in exceptional circumstances can a fee waiver be considered. An exceptional circumstance is when one of the following events occur, which compromises the student's ability to meet their essential living needs or those of their dependents.

- The student or family member has a sudden or unexpected health issue or disability.
- Death of a significant wage earner in the family.
- Relationship breakdown or domestic violence.
- Natural disaster.

In other circumstances a payment plan should be considered.

Partial fee waiver

A partial waiver of all fees for enrolled units within an enrolment period is not permitted.

Time limit

Fee waivers can only be granted for units commenced within the calendar year.

Approval and reporting

Approvals should be made by the appropriate accountable authority within each organisation and supporting documentary evidence must be retained by the provider for audit purposes.

All fee waivers granted will be reported to the Department of Training and Workforce Development.

Definition of severe financial hardship:

- Student is receiving an eligible Commonwealth income support payment.
- Student is unable to meet reasonable and immediate family living expenses. This means that their income is not enough to cover the basic necessities of everyday living.
- Student can declare that at the time of making the request they are not in paid employment (working for 10 or more hours each week).

The CEO is responsible for approving any claim for severe financial hardship and is authorised to make an informed judgment at the time of the enrolment and will complete the assessment based on the evidence sighted.

Student must submit a **Fee Waiver Application Form** along with a minimum of 2 of the following forms of evidence to sight;

1. Income statement from Centrelink
2. Concessions
3. Bank Statement(s)
4. Overdue accounts
5. Statutory Declaration

In submitting the Fee Waiver application form, students consent to DNA collecting, using, and disclosing the personal information of student and their dependants for the purposes of assessing application for fee waiver. This includes liaising with any entity or person that the students refers to as evidence to support your claim.

Secondary students

Secondary school students are exempt from course and resource fees if they:
a) are enrolled at school, as defined in the *School Education Act 1999*; and

b) are undertaking a VET course.

Students in State Government care

Students not enrolled at school are exempt from course and resource fees if they:

- a) are under the care of the Chief Executive Officer of the Department for Child Protection and Family Support; and
- b) are a secondary school-aged person; or
- c) are under 18 years of age.

Students in State Government care who are enrolled at school are eligible for a fee exemption under section 6.3.2.

Temporary residents

Persons holding a temporary visa of sub-class 309, 444, 820, 826, or secondary holders of a temporary visa of sub-class 457 are to be treated as Australian residents for fee charging purposes and are also eligible for fee waivers and concessions.

Multiple enrolment

Where students enrol in a course and transfer to another campus or RTO to complete the same course, the total course charges will not exceed the maximum charges prescribed in Section 6.1.1.

The student must provide proof of any previous enrolment and fees paid, and a copy will be retained for audit purposes.

Re enrolment in or studying multiple classes of the same unit

Students wishing to enrol in a unit in which the student has already obtained a pass may do so at the CEO discretion. These enrolments will not be publicly funded.

If a student enrolls in multiple classes in the same unit within the same enrolment period, these additional classes will not be publicly funded

Charges for students transferring to other RTO's

Where a student or a block of students transfers to another RTO, to DNA will have course and resource fees transferred in full from the RTO from which the student(s) has transferred, if the program of study has not commenced. In all other circumstances, the DNA may seek a pro rata transfer, based on elapsed time, of course and resource fees from the RTO from which the student(s) has transferred. Transfers of fees are to be managed between RTOs. Proof of previous enrolment and fees paid must be provided by the student and retained by the DNA for audit purposes. Details of transfers must be retained by both RTOs for audit purposes.

Recognition of current competencies

Recognition of Current Competencies (RCC) applies if a student has previously successfully completed the requirements for a unit and is now required (that is, by a licensing authority) to be reassessed to ensure that competency is being maintained, no training is generally required.

RCC fees are not subject to Government funding they are a Private arrangement and will be determined by the COE. 50% of the general fees.

Credit transfer

Students are not charged for credit transfer. The transfer of credit provides the student with an exemption from relevant units within a course. Credit transfer does not involve an assessment of the student's knowledge or skills – it is an assessment of the credentials of the formal accredited learning presented against the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a course. Students may be granted credit for the completion of formal accredited learning with a school, university or RTO.

Managing Notice of Arrangement Exemption (NOA)

The process for Notice of Arrangement (NOA)/Exemptions is as follows:

1. The NOA/Exemption application is forwarded to the Department of Education (DoE) Participation Unit;
2. The DoE Participation Unit provides the Service Provider a confirmation email;
3. The Service Provider acknowledges the DoE Participation Units confirmation email;
4. The Service Provider sends the completed summary Spread-sheet to training.markets@dtwd.wa.gov.au (if the approval is for an Exemption, please include the Certificate of Approval or signed Exemption form);
5. The Corporation responds to the Service Provider to confirm that the NOA/Exemption has been accepted for funding purposes.

Service Providers must ensure the above process has been finalised prior to the Student commencing training. Purchase of Training Services Business

Note: Service Providers can request a copy of the Summary Spreadsheet by emailing training.markets@dtwd.wa.gov.au

Section 24 forms are **not** to be used for school Students intending to enrol in these programs. For information about NOAs or Exemptions visit the DoE website or contact the Participation Unit, Department of Education:

Telephone: 1800 245 485 (country callers)

(08) 9264 8167 (metropolitan callers)

Email: participation.CO@education.wa.edu.au.

Website: <http://det.wa.edu.au/participation/detcms/portal/>

Number of eligible qualifications

- a) Students are eligible to undertake no more than two VET qualifications at the same level.
- b) Students progressing to a third VET qualification must be enrolled in a higher level qualification, than those qualifications, completed.
- c) Commencement in simultaneous qualifications must be approved by the Corporation before training takes place. Note CAVSS and USIQ are not VET qualifications and this provision does not apply to those qualifications.
- d) A Student who has completed more than three VET qualifications, regardless of provider, is not eligible for further training under this program, without prior approval from the Corporation.

Incidental charges
a) Late entry to assessments \$45.
b) Special deferred assessment – each module/unit of competency \$45
c) Assessment only, and assessment held in normal assessment period – each module/unit of competency \$45.
d) Assessment only, and assessment not held in the normal assessment period – each module/unit of competency:
i) Setting of paper by assessor \$150.
ii) Marking of paper by assessor \$40.
iii) Supervision of assessment \$70.
iv) RTO administration costs \$70.
v) Assessment administration costs \$70.
e) Re-marking of assessment – each module/unit of competency \$45.
f) Report on assessment – each module/unit of competency \$70.
g) Replacement of award/qualification/academic record \$70.
h) Re-issue of academic statement \$70.00
i) Results on computer network \$70. 00
i) Re-issue of non-current enrolment form \$45.
j) Remote assessment supervision \$70.

Appendix 1

Funded students course fees 2019

Indicative fees for students commencing a course

1. These fees are estimates only for students enrolling in government funded courses in 2019 on a full time basis.
2. Nominal hours are not hours of training or instruction. They are used to determine course fees and subsidy levels to reflect the cost to deliver quality training.
3. Fees have been quoted on the basis of 2019 fee rates only.

Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by DNA Kingston Training to be consumed or transformed by students in the course of instruction, such as materials, modules, workbooks and course specific uniforms. Additional Items are items that are required to complete the course of study, but are retained by the student. This can include protective clothing, textbooks, tools. Details of the additional items required for each course can be obtained from the College.

Government subsidised funding, certain qualifications are eligible for government funding under Jobs and Skills W.A. Jobs and Skills W.A. Offer subsidized training places to eligible Students. The Students tuition fees below are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees, for further information visit <https://www.jobsandskills.wa.gov.au/>

Fees Policy and Procedure

Course	Course Code	Duration (weeks)	Resource Fee	Additional items	Tuition (Concession)	Tuition (No Con)
Certificate III in Dental Assisting	HLT35015	50	\$1,297		\$1,018.50	\$3,412.25
Certificate IV in Dental Assisting	HLT45015	50	\$1,469		\$1,164.00	\$3,900.00
Certificate III in Dental Laboratory Assisting	HLT35115	20	\$768		\$324.95	\$1,108.75
Certificate III in Individual Support	CHC33015	20	\$1885		\$538.35	\$1,803.75
Certificate IV in Ageing Support	CHC43015	26	\$768		\$805.10	\$2,697.50
Certificate III in Health Services Assistance	HLT33115	20	\$768		\$455.90	\$1,527.50
Diploma in Dental Technology (Coming)	HLT55118	App	\$1000		\$1,154.30	\$3,867.50
Certificate IV in Allied Health	HLT43015	26	\$768		\$645.05	\$2,161.25

Appendix 2

Local student's course fees 2019

Course	Course Code	Duration (weeks)	Application Fee	Recourse Fee	Additional items	Tuition
Certificate IV in Leadership and Management	BSB42015	26	\$95	\$385	\$300	\$2,900
Diploma of Leadership and Management	BSB51918	26	\$95	\$385	\$300	\$4,000
Advanced Diploma of Leadership and Management	BSB61015	26	\$95	\$385	\$300	\$5,000
Certificate III in Dental Assisting	HLT35015	26	\$95	\$495		#\$4,995
Certificate IV in Dental Assisting	HLT45015	26	\$95	\$495		#\$ 5,995
Certificate III in Dental Laboratory Assisting	HLT35115	20	\$95	\$785		#\$ 1,600
Certificate II in Medical Service First Response	HLT21015	26	\$95	\$385		#\$1,550
Certificate IV in Health Care	HLT41115	20	\$95	\$385	\$ 550	\$3,300
Diploma of Paramedical Science	HLT51015	20	\$95	\$385	\$ 550	\$5,500
Certificate IV in Work Health and Safety	BSB41415	20	\$95	\$385	\$ 300	\$2,700
Diploma of Work Health and Safety	BSB51315	20	\$95	\$385	\$ 300	\$3,500
Advanced Diploma in Work Health and Safety	BSB60615	20	\$95	\$385	\$ 300	\$5,000
Certificate III in Individual Support	CHC33015	20	\$95	\$130		#\$2,300
Certificate IV in Aging Support	CHC43015	20	\$95	\$170		#\$2,600
Certificate II in Health Support Services	HLT23215	26	\$95	\$140		#\$2,100
Certificate III in Health Services Assistance	HLT33115	26	\$95	\$170		#\$2,300
Certificate IV in Allied Health Assistance	HLT43015	26	\$95	\$170		#\$2,600
Certificate IV in Retail Management	SIR40316	26	\$95	\$170		\$2,.900
Certificate III in Retail	SIR30216	26	\$95	\$170		\$2.700

Please note additional optional short courses that are offered with this course incur an additional fee. # VET for Secondary student fees

Appendix 3

International student course Fees 2019

CRICOS Code 02899B

Course	Course Code	Duration	Enrol Fee	Resource Fee	Additional items	Tuition
Certificate IV in Leadership and Management	BSB42015	52	\$ 200	\$ 385	\$ 300	\$ 5,600
Diploma of Leadership and Management	BSB51918	52	\$ 200	\$ 385	\$ 250	\$ 6,000
Advanced Diploma of Leadership and Management	BSB60615	52	\$ 200	\$ 385	\$ 300	\$ 8,950
Certificate IV in Dental Assisting	HLT45015	52	\$ 200	\$ 1,469	\$ 395	\$ 12,000
Diploma of Dental Technology	HLT55118	104	\$ 200	\$ 785	\$ 300	\$ 32,500
Certificate IV in Health Care	HLT41115	52	\$ 200	\$ 385	\$ 550	\$ 12,000
Diploma of Paramedical Science	HLT51015	78	\$ 200	\$ 385	\$ 550	\$ 18,000
Certificate IV in Work Health and Safety	BSB41415	52	\$ 200	\$ 385	\$ 300	\$ 5,600
Diploma of Work Health and Safety	BSB51315	52	\$ 200	\$ 385	\$ 300	\$ 6,000
Advanced Diploma in Work Health and Safety	BSB60615	52	\$ 200	\$ 385	\$ 300	\$ 8,950
Certificate III in Individual Support (Disability)	CHC33015	26	\$ 200	\$ 385	\$ 300	\$ 5,500
Certificate IV in Ageing Support (Dual Qualification)	CHC43015	26	\$ 200	\$ 385	\$ 300	\$ 5,500

Overview Other General Fees for Courses Commencing 2019

Enrolment fee for <i>International students</i>	\$200 (non refundable)
Application Fee for <i>Local students</i>	\$95 (non refundable) - N/A to Govt funded
Airport pick up	\$145
Accommodation Placement	\$250
Single Homestay (week)	\$308 (Approx amounts)
Single Homestay (Day)	\$44 (Approx amounts)
Living costs (Approx amounts)	\$1,500
Replacement of Student ID card	\$25
Reissue of Award after Completion	\$120
Reissue of Academic results	\$120
Remarking of "Not Yet Competent"	\$55 Exam, project, assignment, practical etc. Should remark be an out come of "competent" money will be refunded.
Amending a eCOE	\$90 This fee may be charged to International Students wishing to amend their COE for enrolment in a full time vocational award course qualification.

Available to Australian students only

Austudy

Austudy provides financial help if you are aged 25 years or more and studying an approved full-time course at an approved institution; DNA is an approved institution.

Please visit the Austudy Payments section of the Centrelink website for more information.

Abstudy

Abstudy is a living allowance for Indigenous secondary or tertiary students, for which local DNA Kingston Training students may be eligible.

Please visit the Abstudy Payments section of the Centrelink website for more information.

Youth Allowance

You may be eligible for Youth Allowance if you are 16 to 24 years of age (or 15 years if considered independent) and studying full-time at an approved institution; DNA is an approved institution.

Please visit the Youth Allowance section of the Centrelink website for further information regarding your eligibility.

<https://www.dtwd.wa.gov.au/jobs-and-skills-wa-for-vet-providers/contracted-provider-resources#contracted-provider-resources>

Fees Policy and Procedure

Document Name	Fees Policy and Procedure	
Document Owner	College Manager	
Version	Date	Improvements made
Vol:4 1015 JPC	October 2017	<ul style="list-style-type: none"> Updated Funded Training section
Vol 5 SL	June 2018	<ul style="list-style-type: none"> Updated Fees Schedule changes
Vol 7 1018	October 2018	Updated to the latest DTWD Business rules Fee schedule
Vol 8 0219	Feb 2019	Updated Fees 2019
Vol 9 0419	April 2019	Reviewed fees 2019 DNA
Vol 10	July 2019	DTWD requirements with Caveat improved