

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 late fee penalties.

Students will be given a minimum of eight weeks from the commencement of the unit to finalise payment when paying by instalments.

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 a deferred payment was granted will be retained for audit purposes.

Fair and adequate recovery procedures will be in place to manage the collection and recovery of monies. Student will incur costs associated with collection.

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.

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 and a case-by-case basis.
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 on the job – private Traineeship arrangements.

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

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 may incur additional cost for training outside the training plan schedule. Additional fee calculated on a case by case basis.

Students with English as a Second Language or those Students that require additional support due to unusual circumstances are provided additional day and or hours for training, covered in the fees. Formal arrangement to attend these days to be arranged with Lecturing team and placed in Student individual Training Plan for the term.

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.

Students who have difficulties with payments can discuss payments with the College Manager. Special arrangements may be engaged to assist students, through administration. Late fees generally apply, though can be waived 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 will be responsible to pay any additional charges levied against their debt by the debt collector company.

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 fee issues and complaints will be addressed with the CEO.

Student accounts are archived for 5 years.

Eligibility

Student Eligibility for Training (General)

Training can be delivered across Australia, Christmas Island and Cocos Island. Training can be delivered to International Students around the world, on shore or off shore of Australia.

Persons in Prisons, Secondary Students and persons under 15 years of age.

Students under 18 years will require a Notice of Arrangement, (NOA). Signed by the Parent and DNA Kingston Training from the Education Department.

Traineeship (on the job training) will run privately, providing more flexibility in deliver to meet the Industry and Students needs.

Health and Dental Industry specific skill sets can be customized for their personal requirements.

Students will require a USI and personal identification – e.g. Driver's license and or Passport. International students have additional requirements

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.

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 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.

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/>

Incidental charges may be charged for certain services
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.
k) Reprint of certificate \$75

Appendix 1

Please contact Admin if you have any issues with payment, for alternative options. Payment Plans available

Course	Course Code	Duration (weeks)	Enrolment Fee	Resourse Fee	Tuition
Certificate IV in Leadership and Management	BSB42020	20	\$ -	\$ 385	\$ 2,800
Diploma of Leadership and Management	BSB51918	20	\$ -	\$ 385	\$ 3,700
Advanced Diploma of Leadership and Management	BSB61015	20	\$ -	\$ 385	\$ 4,600
Certificate III in Dental Assisting (Prerequisite prior Cert IV DA)	HLT35021	26	\$ -	\$ 385	\$ 2,995
Certificate IV in Dental Assisting (Note: Can be undertaken in the same year as Cert III in Dental Assisting – 2 qualifications in one year)	HLT45021	22	\$ -	\$ 385	\$ 1,950
Certificate III in Dental Laboratory Assisting	HLT35115	20	\$ -	\$ 385	\$ 2,300
Certificate II in Medical Service First Response	HLT21020	16	\$ -	\$ 385	\$ 1,900
Certificate IV in Health Care	HLT41120	20	\$ -	\$ 385	\$ 3,150
Diploma of Emergency Health Care	HLT51020	20	\$ -	\$ 385	\$ 5,300
Certificate IV in Work Health and Safety	BSB41419	20	\$ -	\$ 385	\$ 2,700
Diploma of Work Health and Safety	BSB51319	20	\$ -	\$ 385	\$ 3,400
Advanced Diploma in Work Health and Safety	BSB60619	20	\$ -	\$ 385	\$ 4,100
Certificate III in Individual Support	CHC33015	16	\$ -	\$ 385	\$ 2,300
Certificate IV in Ageing Support	CHC43015	16	\$ -	\$ 385	\$ 3,311
Certificate II in Health Support Services	HLT23215	16	\$ -	\$ 190	\$ 2,200
Certificate III in Health Services Assistance	HLT33115	26	\$ -	\$ 190	\$ 2,300
Certificate IV in Allied Health Assistance	HLT43015	26	\$ -	\$ 190	\$ 3,150
Certificate III in Dental Assisting	HLT35015	24	\$-	\$ 385	\$2,995
Certificate IV in Dental Assisting	HLT45015	26	\$-	\$385	\$1,950

Fees Policy and Procedure

Please note:

- *Additional optional short courses that are offered will incur additional fees e.g., COVID Infection control, Radiography, Theatre techniques,*
- *Safety officer, First Aid, Advanced First Aid, Fire Warden, Aged Care, Manual handling and many more.*
- *VET for Secondary Students Fees is available on the VET for Secondary Students Prospectus 2022 on DNA Kingston Training Website.*
- *Payment plans available for all Student Fees. Private training provides more flexibility in delivery and assessment approaches, to meet the needs of mothers, students and the workforce professions. Creative / successful employment support for all graduates.*
- *\$1000 to commence courses if students have issue with commencement fee. Please speak to Admin for further options.*

Appendix 2

International student course Fees 2022

CRICOS Code 02899B

Course	Course Code	Duration	Enrolment Fee	Resource Fee	Tuition
Certificate IV in Leadership and Management	BSB42015	52	\$ 200	\$ 385	\$ 5,735
Diploma of Leadership and Management	BSB51918	52	\$ 200	\$ 385	\$ 5,735
Advanced Diploma of Leadership and Management	BSB60615	52	\$ 200	\$ 385	\$ 5,735
Certificate III in Dental Assisting	HLT35015	52	\$ 200	\$ 1,297	\$ 6,735
Certificate IV in Dental Assisting	HLT45015	52	\$ 200	\$ 1,469	\$ 7,920
Diploma of Dental Technology	HLT55118	104	\$ 200	\$ 1,200	\$ 28,500
Certificate IV in Health Care	HLT41115	52	\$ 200	\$ 385	\$ 6,575
Diploma of Paramedical Science	HLT51015	78	\$ 200	\$ 385	\$ 7,735
Certificate IV in Work Health and Safety	BSB41419	52	\$ 200	\$ 385	\$ 5,600
Diploma of Work Health and Safety	BSB51319	52	\$ 200	\$ 385	\$ 5,935
Advanced Diploma in Work Health and Safety	BSB60619	52	\$ 200	\$ 385	\$ 7,475
Certificate III in Individual Support (Ageing & Disability)	CHC33015	26	\$ 200	\$ 385	\$ 5,500
Certificate IV in Ageing Support	CHC43015	26	\$ 200	\$ 385	\$ 7,535

Overview Other General Fees for Courses Commencing 2022

Enrolment fee for <i>international students</i>	\$200 (non-refundable)
Enrolment Fee for <i>Local students</i>	\$ -
Airport pick up	\$145
Accommodation Placement	\$250
Single Homestay (week)	\$308 (Approximate amounts)
Single Homestay (Day)	\$44 (Approximate amounts)
Living costs (Approximate amounts)	\$1,500
Replacement of Student ID card	\$25
Reissue of Award after Completion	\$200
Reissue of Academic results	\$120
Remarking of "Not Yet Competent"	\$55 Exam, project, assignment, practical etc. Should remark be an outcome 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>

Document Name	Fees Policy and Procedure	
Document Owner	College Director	
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
Vol 11	July 2020	Updated to Fee schedule July 2020
Vol 12	July 2021	Updated schedule
Vol 13	Jan 2022	Updated to Private Fees