

1 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 Kingston Training (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. Should students require further information or support with fees, they can contact Administration Team at admin@dnakingstontraining.edu.au or phone +61 8947 94870.

Enrolment is not complete until statutory based fees and charges are paid or deferred payment arrangements have been made.

Student late payments or failure to pay, may incur a \$100 late fee penalties.

Students will be given a maximum of 6 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 in students files.

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 Administration Team 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.

1.1 The Management 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 Admissions Team 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 Admissions Team 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.

2 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.

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

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.

Student support: 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 Academic Transcript, Statement of Attainment or Course Qualification until full payment received.

Students who have difficulties under extraordinary circumstances with payments and advise prior to default of payment, should contact in writing and arrange a meeting to discuss future payments with the College Manager. Special arrangements may be engaged to assist students through this period.

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 and 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. DNA Administration Team are also able to support students through this process. Please send email to Admin@dnakingstontraining.edu.au .

All fee issues and complaints will be addressed with Management Team and CEO.

3 ELIGIBILITY

3.1 Student Eligibility for Training (General)

Training can be delivered across Australia, Christmas Island and Cocos Island. Training can be delivered to International Students On Shore.

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.

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 normally applies. Recognition of prior learning (RPL) is a process that assesses your competency—acquired through formal and informal learning—to determine if you meet the requirements for a unit of study.

You can use a variety of documentation to apply for RPL. This includes, but is not limited to:

- records of completed training
- assessment items
- assessment records
- declarations from your employer, and/or
- a copy of your student records provided by ASQA.

Student must submit Recognition of Prior Learning within 3 weeks of commencing to be eligible for any refund or fee adjustment associated. If eligible, adjustments and refunds will not be paid until the final fees are all paid.

3.3 Credit transfer

Students are charged an administration fee for credit transfer of \$25 per unit. 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. Verification is generally required to confirm.

Student must submit Credit Transfer within 3 weeks of commencing to be eligible for any refund or fee adjustment associated. Adjustments and refunds will not be paid until the final fees are all paid.

3.4 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/>

4 INCIDENTAL CHARGES MAY BE CHARGED FOR CERTAIN SERVICES

| | |
|--|---------------|
| 1. Late entry to assessments | \$45 |
| 2. Special deferred assessment – each module/unit of competency | \$45 |
| 3. Assessment only, and assessment held in normal assessment period – each module/unit of competency | \$45 |
| 4. d) Assessment only, and assessment not held in the normal assessment period – each module/unit of competency: | |
| a. Setting of paper by assessor | \$150 |
| b. Marking of paper by assessor | \$40 |
| c. Supervision of assessment | \$70 |
| d. RTO administration costs | \$70 |
| e. Assessment administration costs | \$70 |
| 5. Re-marking of assessment – each module/unit of competency | \$45 |
| 6. Report on assessment – each module/unit of competency | \$70 |
| 7. Replacement of award/qualification/academic record | \$70 |
| 8. Re-issue of academic statement | \$50 |
| 9. Results on computer network | \$70 |
| 10. Re-issue of non-current enrolment form | \$45 |
| 11. Remote assessment supervision | \$70 |
| 12. Reprint of archived certificate | \$75 |
| 13. Reprint recent certificate | \$50 |
| 14. RPL application fee (non-refundable) | \$250 |
| 15. Credit Transfer Administration Fee | \$25 per unit |

Please see individual courses under local, VET for secondary, International for current pricing.

5 OVERVIEW OTHER GENERAL FEES FOR COURSES COMMENCING 2022

| | |
|--|-----------------|
| Enrolment fee for international students (non-refundable) | \$230 |
| Enrolment Fee for Local students | \$ - |
| Airport pick up | \$145 |
| Accommodation Placement | \$250 |
| Single Homestay (Week) | \$308 (Approx.) |
| Single Homestay (Day) | \$44 (Approx.) |
| Living costs (Approximate amounts) | \$1,500 |
| Replacement of Student ID card | \$25 |
| Reissue of Award after Completion | \$75 |
| Reissue of Academic results | \$75 |
| Remarking of “Not Yet Competent” → Exam, project, assignment, practical etc. Should remark be an outcome of “competent”, money will be refunded. | \$55 |
| Amending a eCOE → This fee may be charged to International Students wishing to amend their COE for enrolment in a full-time vocational award course qualification. | \$90 |

5.1 Available to Australian Students Only

5.1.1 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.

5.1.2 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.

5.1.3 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>

| | |
|--|---------------------------|
| <p>Kingston Training and Employment Pty Ltd</p>  <p>Provider No: 6811 CRICOS Provider No: 02899B</p> | |
| Policy Title | Fees Policy and Procedure |
| Policy Number | |
| Policy Date | |
| Policy Renewal | |
| Responsibility | College Director |

Record of updates and changes

| Version No. | Issue Date | Nature of Amendment |
|-------------|--------------|---|
| Volume 4 | October 2017 | Updated Funded Training section |
| Volume 5 | June 2018 | Updated Fees Schedule changes |
| Volume 7 | October 2018 | Updated to the latest DTWD Business rules Fee schedule |
| Volume 8 | Feb 2019 | Updated Fees 2019 |
| Volume 9 | April 2019 | Reviewed fees 2019 DNA |
| Volume 10 | July 2019 | DTWD requirements with Caveat improved |
| Volume 11 | July 2020 | Updated to Fee schedule July 2020 |
| Volume 12 | July 2021 | Updated schedule |
| Volume 13 | Jan 2022 | Updated to Private Fees |
| Volume 14 | Apr 2022 | Updated to International Fees |
| Volume 15 | June 2022 | International review of fees / Incidental fees reviewed |