

Tuition Fees – VET Student Loans

Section 5.8 of the New Provider Information Pack and Part 7, Division 6 of the Vet Student Loans Rules

1. Purpose

Lawson College Australia meets its legal and ethical requirements in relation to Tuition Fees_Vet Student Loans.

An Approved Course provider must give to the Secretary, in relation to each Approved Course offered by the provider, a list of the fees charged for the course including the Tuition Fees for each part of the course and update the list whenever there is a change to the fees charged for the course. The list must be given to the Secretary in a manner and form approved by the Secretary.

An approved VET Student Loans provider must comply with the requirements of the VET Student Loans Ombudsman and fully cooperate with the VET Student Loans Ombudsman to ensure compliance with the Act.

2. Scope

This *Tuition Fees – VET Student Loans* sets out the procedures Lawson College Australia uses in its management of Tuition Fees.

Related Lawson College Australia *Policy and Procedure*:

- Student Entry Process including the Approved LLN Tool_VSL
- Course Enrolment Process including Equal and Fair Treatment of Students_VSL
- Student Withdrawal Processes and Procedures_VSL
- Published Statement of Tuition Assurance_VSL
- Student Grievance Procedures_VSL
- Student FEE-HELP Re-Credit Procedure_VSL
- Student Review Procedure_VSL
- Record Management and access to records

This *Census Days – VET Student Loans* applies to all Lawson College Australia staff and students eligible for a VET Student Loan.

3. Definitions

Approved Course: A course of study which the Department of Education has approved for VET Student Loans.

Census Day: The day the student incurs financial liability for the Unit of Study. Students may cancel their enrolment by the Census Day without incurring tuition fees (or a HELP or VET Student Loans debt) for the course or the part of the course.

Covered Fee: The amount of the course Tuition Fees to be covered by a VET Student Loan.



Credit: Means equivalent units of competency completed where these are evidenced by, Australian Qualifications Framework (AQF) certification documentation issued by any other training provider or AQF authorised issuing organisation; or by authenticated VET transcripts.

Deferral: A deferral is when you request to delay the start of a course you have been offered.

eCAF: Means the Electronic Commonwealth Assistance Form (eCAF). eCAF is the online system for students to request a VET Student Loan ([VET Information for Students - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](http://www.dese.gov.au)).

Eligible Student: This is a student who meets all the eligibility requirements for a VET Student Loan under the Act.

Fee Period: Tuition Fees for a course must be reasonably and proportionately distributed across at least three sequential fee periods. Each fee period must contain at least one Census Day. Therefore, there will be at least three census day/three units over a course. There is no requirement to publish fee periods.

Gap Fee: The difference between the Covered Fee and the total Tuition Fee for a course.

Genuine Student: In regard to VET Student Loan conditions a student must meet requirements of being a genuine student. The Secretary does not need to pay a loan amount for a student who is not genuine. Genuine student factors include considering whether students have demonstrated they are reasonably engaged in the course and have completed the student progression requirements (Source: Australian Government, *VET Student Loans, Manual for Providers*, V4.2, August 2020 p. 10).

Loan Cap: Refers to a course Loan Cap which is the total amount of loan an eligible student may access for a particular Approved Course.

Privacy Act 1988 (Cth): An Act to make provision to protect the privacy of individuals, and for related purposes ([Privacy Act 1988 \(legislation.gov.au\)](http://www.legislation.gov.au)).

RPL: Means Recognition of Prior Learning (RPL). RPL is defined as the acknowledgment of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a unit. To be noted, the granting of status or credit by an institution or training organisation to students for existing qualifications or units of competency completed or previously formally recognised at the same or another institution or training organisation does not constitute RPL. (Source: Australian Government, *VET Student Loans, Manual for Providers*, V4.2, August 2020 p. 72)

Secretary: A person holding, occupying or performing the duties of the position of Secretary of the Commonwealth Department of Education, Skills and Employment, responsible for the administration of VET Student Loans.

Lawson College Australia	RTO: 40679	CRICOS Provider: 03406J	Version
Tuition Fees: Section 5.8 of the New Provider Information Pack, and Part 7, Division 6: VET Student Loan Rules 2016		Document Name	Tuition Fees – VET Student Loans
			03082021



Student: A person who is enrolled in a higher education course or an *approved course* for VET Student Loans (may also be referred to as 'VET course') ([Student | HEIMSHHELP \(dese.gov.au\)](#)).

The Act: The VET Student Loans Act 2016 (Act) and the VET Student Loans Rules 2016 (Rules) set out the legislative requirements that underpin the VET Student Loans (VSL) program ([VET Student Loans Compliance - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](#)).

Tuition Fee: The total fees for the course.

Unit of Study: A unit of study may comprise a group of units of competency, or one unit of study may equal one unit of competency.

VET Student Loan: A VET Student Loan (VSL) helps eligible students to cover tuition fees for vocational education and training (VET) courses. VSLs are only available for approved courses at the diploma level and above ([VET Student Loans | StudyAssist](#)).

VET Student Loans Ombudsman: The VET Student Loans Ombudsman in the Office of the Commonwealth Ombudsman investigates complaints from students regarding their VET FEE-HELP or [VET Student Loans](#) provider in Australia. Their services are free, independent and impartial ([VET Student Loans Code of Practice \(ombudsman.gov.au\)](#))

Withdrawal: In relation to a course means ceasing all study under that course. This may impact government payments.

4. Processes and Procedures relating to Fees

4.1 A provider must determine the Tuition Fees for each Approved Course it offers.

4.2 Students can pay their Tuition Fees upfront in each pay period, or they can defer part of their fees using VET Student Loans (eligibility requirements must be met). Eligible students who elect to pay their Tuition Fees upfront does not prevent them from accessing VET Student Loans at any time, provided an electronic Commonwealth Assistance from (eCAF) is lodged before the next Census Day.

4.3 In determining Tuition Fees for an Approved Course, providers must not have regard to:

- Fees payable for anything other than assessing academic suitability for the course, enrolment in, and tuition and examination for the course and award of a qualification for completion of the course
- Fees payable for goods and services essential to the course, or any fine or penalty that may be imposed on a student
- The provision to a student of a good or service not essential for all or part of the course
- Fees payable for a Special admissions test.

Lawson College Australia	RTO: 40679	CRICOS Provider: 03406J	Version
Tuition Fees: Section 5.8 of the New Provider Information Pack, and Part 7, Division 6: VET Student Loan Rules 2016		Document Name	Tuition Fees – VET Student Loans
			03082021



- 4.4 Tuition Fees must not include other fees payable for goods and services, whether essential to the course or not, or be affected by any fine or penalty that may be imposed on a student.
- 4.5 Tuition Fees cannot include the provision of a good or service that is not essential for all or part of the course.
- 4.6 Eligible students may access VET Student Loans for an Approved Course to obtain a loan for course Tuition Fees.
- 4.7 Lawson College Australia ensures that all VET Student Loans eligible students are counselled before enrolling in an Approved Course. This includes information on the VET Student Loans scheme, ensuring that it is understood and acknowledged in full by the student.
- 4.8 A VET Student Loan only covers Tuition Fees, so any other fees and charges must be borne by the student.
- 4.9 Where a student receives RPL for a particular Approved Course, it is at the discretion of Lawson College Australia to set a lower Tuition Fee commensurate to the remaining portion of the course the student must complete. Fees are not charged for Credit.
- 4.10 Lawson College Australia provides a list of the fees charged for the course including the Tuition Fees for each part of the course to the Secretary, and updates the list whenever there is a change to the fees charged for the course.
- 4.11 Lawson College Australia does not charge upfront enrolment or admission fees as these are fees which form part of the Tuition Fee and for which loans may be accessed.
- 4.12 Tuition Fees (including loans and gap fees) will be reasonably apportioned over the fee periods and the parts of the course included in the fee periods.
- 4.13 VET Student Loans are available up to capped amounts, and caps vary by course.
- 4.14 VET Tuition Fees for an Approved Course may be in excess of the maximum amount of a VET Student loan available for the course, resulting in a 'gap fee', which the student is responsible for paying to the provider.
- 4.15 To be noted: A VET Student Loan remains a personal debt until it is repaid, and it may reduce take-home (after tax) wage and borrowing capacity. Seeking independent financial advice before applying for a VET Student Loan is recommended.
- 4.16 A census day is the day the student incurs financial liability for the Unit of Study. Refer to *Census Day_VSL*

Lawson College Australia	RTO: 40679	CRICOS Provider: 03406J	Version
Tuition Fees: Section 5.8 of the New Provider Information Pack, and Part 7, Division 6: VET Student Loan Rules 2016		Document Name	Tuition Fees – VET Student Loans
			03082021



4.17 For more information about VET Student Loans, access the Australian Government Department of Education, Skills and Employment, *VET Student Loans Information Booklet* at <https://dese.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet>

5. Published Tuition Fees

5.1 Before enrolling a student in an Approved Course, Lawson College Australia must provide the student information (among other things) about:

- The Tuition Fees for the course, and
- Any fees other than Tuition Fees that are payable for the course.

5.2 Lawson College Australia publishes Tuition Fees (course fees and unit prices) on their website in a readily accessible way. Refer to Lawson College Australia website at www.lawsoncollege.edu.au

5.3 Tuition Fees are published no later than the day before a student enrolls in a course (on the basis that some or all of the fees are covered by a VET Student Loan).

5.4 Course Fees will also be published on My Skills website at <https://www.myskills.gov.au>

5.5 For information about eligibility and applying for a VET Student Loan refer to: <https://www.studyassist.gov.au/vet-student-loans>

6. Gap Fees

6.1 Gap fee information will be provided, if applicable, in the initial *VET Student Loans Statement of Covered Fees*.

6.2 The amount of Tuition Fee that is to be paid by the student, and when the amount is to be paid, will be included in the *VET Student Loan Fee Notice*.

7. Census Days

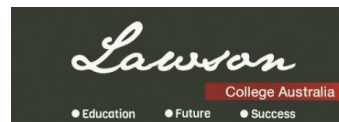
7.1 The census day is the last day a student can:

- cancel their enrolment in a unit of study without incurring a cost
- apply for a VET Student Loan for that unit of study.

8. Variations to Tuition Fees

8.1 Lawson College Australia may only vary a published Tuition Fee for a course or a part of a course:

Lawson College Australia	RTO: 40679	CRICOS Provider: 03406J	Version
Tuition Fees: Section 5.8 of the New Provider Information Pack, and Part 7, Division 6: VET Student Loan Rules 2016		Document Name	Tuition Fees – VET Student Loans
			03082021



- If the Secretary has given Lawson College Australia written approval of the proposed variation, or
- If the change:
 - Occurs before the published Census Date
 - Does not disadvantage students enrolled in, or seeking to enrol in that course or part of the course, and
 - Is necessary to correct an administrative error or deal with a change in circumstances (Rules Section 126(1)).

9. Engagement and Progression

9.1 A condition of a VET Student Loan is that during a student’s studies they will be contacted by the Commonwealth to confirm their engagement and progression in their course and confirm that they wish to continue to use their VET Student Loan to pay their Tuition Fees for the course. Please refer to *Student Progression Factsheet* at <https://www.dese.gov.au/vet-student-loans/resources/student-progression-fact-sheet>

9.2 If a student does not complete the engagement and progression process, they will not be able to continue access to a VET Student Loan for their tuition fees.

10. Fee Notices

10.1 At least 14 days before the census day, Lawson College Australia will send the student *VET Student Loan Fee Notice* containing information on the census day. To be noted, the *VET Student Loan Statement of Covered Fees* can be given at the same time and as part of the same notice as the *VET Student Loan Fee Notice* for the first fee period of the course.

10.2 A Fee Notice is given to all students (excluding International Students) enrolled in a VET Student Loans approved course. This includes students who do not wish to access a VET Student Loan. This means a student may receive multiple Fee Notices during their studies.

10.3 Up to 28 days after the Census Day, Lawson College Australia will send the student, who is enrolled in a part of course on the census day for that part of the course, and who has a VET Student Loan for the course, a *Commonwealth Assistance Notice (CAN)* with information on the VET Student Loan the student incurred on their census day.

10.4 Students can formally withdraw to cancel their enrolment in a unit of study after the census day, however, they may still incur the VET Student Loan debt for the unit of study.

Lawson College Australia	RTO: 40679	CRICOS Provider: 03406J	Version
Tuition Fees: Section 5.8 of the New Provider Information Pack, and Part 7, Division 6: VET Student Loan Rules 2016		Document Name	Tuition Fees – VET Student Loans
			03082021



11. Retention of Information

11.1 Lawson College Australia will retain documents and information related to the operation of the Act and the Rules for seven years or as otherwise specified in the Rules.

11.2 Lawson College Australia will retain information of Tuition Fees for Approved Courses for five years (Section 105, Rules).

12. Acknowledgements

VET Student Loans Act (2016) <https://www.legislation.gov.au/Details/C2021C00150>

VET Student Rules (2016) <https://www.legislation.gov.au/Details/F2020C00982>

[VET Student Loans - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](https://www.dese.gov.au)

Australian Government, *VET Student Loans, Manual for Providers*, V4.2 August 2020

[VET Student Loans | StudyAssist](https://www.studyassist.gov.au)

[Cancel your VET debt in special circumstances | Department of Education, Skills and Employment](https://www.dese.gov.au)

[Census-days.pdf \(ombudsman.gov.au\)](https://www.ombudsman.gov.au)

[VET Student Loans Compliance - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](https://www.dese.gov.au)

[Information for VET Student Loans Students - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](https://www.dese.gov.au)

[VET Student Loans Information Booklet - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](https://www.dese.gov.au)

[eCAF fact sheet - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](https://www.dese.gov.au)

[Users' guide to Standards for RTOs 2015 | Australian Skills Quality Authority \(ASQA\)](https://www.asqa.gov.au)

[Legislation | Australian Human Rights Commission](https://www.humanrights.gov.au)

Lawson College Australia	RTO: 40679	CRICOS Provider: 03406J	Version
Tuition Fees: Section 5.8 of the New Provider Information Pack, and Part 7, Division 6: VET Student Loan Rules 2016		Document Name	Tuition Fees – VET Student Loans
			03082021



13. Document History and Version Control Table

Version Date	Approval Date	Approved By	Type of Change	Extent
03082021	3 August 2021	Quality and Compliance Committee (QACC)	Initial	NA

Lawson College Australia	RTO: 40679	CRICOS Provider: 03406J	Version
Tuition Fees: Section 5.8 of the New Provider Information Pack, and Part 7, Division 6: VET Student Loan Rules 2016		Document Name	Tuition Fees – VET Student Loans
			03082021