



Macarthur Community College Inc
RTO ID 6860

POLICY	
Title	Fees
Purpose Describe policy intent	Outline the College policy regarding the payment and protection of fees.
Scope List who this policy and procedure applies to	Office staff who collect fees at the office, and who process enrolments from telephone, internet and mail
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Privacy Act 1988 Fair Trading Act 1997 Fair Trading Regulation 2012
Definitions	Fees is the cost for goods or services as prescribed by the College (or Government Department) for services or goods provided by the College.
Policy	<p>Fees general All fees will be clearly and accurately advertised to ensure all potential participants are informed prior to enrolment. Fees shall be charged for:</p> <ul style="list-style-type: none"> a) Fee for service including course delivery and assessment b) Fee for course resources c) Contracted programs (eg Smart and Skilled) d) Fees may be discounted according to the published offers made by the College from time to time. e) Concessions may be approved by the Principal upon application f) Payment of fees is required at enrolment and prior to attendance of the course. Circumstances where this is not the case is to be documented and brought to the attention of the Principal. <p>Collection of Fees Fees will be collected at time of enrolment. The College will not accept more than \$1500 from an individual learner prior to the commencement of their course.</p> <p>The College will not accept fees from an individual learner that exceeds the total of \$1500 for payments held in advance for tuition or other services in relation to their course.</p> <p>Fees may be made by cash, cheque or money order, Mastercard, Visa or Purchase order depending on enrolment method.</p> <p>Recording of Fees Fees will be securely recorded in College database.</p>
Relevant documentation	Fees receipt 4D (College Office) Receipt/Confirmations College Brochure Smart and Skilled Contracts



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Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure	Enrolment			
Review date	March 2016			
Mapping to Standards for RTOs	5.3, 7.3, 8.1, 8.5,			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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