



Macarthur Community College Inc
RTO ID 6860

POLICY			
Title	Receipt of Fees		
Purpose Describe policy intent	To outline the College policy regarding the Receipt of Fees.		
Scope List who this policy and procedure applies to	Office Staff Course Coordinators		
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015		
Definitions	Fee is any amount prescribed by the College for services or goods provided by the College. Receipt is an official document issued by the College in recognition of a Fee having been paid.		
Policy	<ol style="list-style-type: none"> 1. A Receipt shall be issued at the time of receiving payment of any fee. 2. Cash is not accepted in payment of any fee except at the Main office at the College. 3. Receipt/Confirmations for telephone, mail and certain other over the counter payments will be emailed (or printed and posted if no email address) within the prescribed time published in the brochure. 4. Any discrepancies in fees and receipts shall be referred immediately by the member of staff to their supervisor who shall confirm transactions and refer the matter to the principal as soon as practicable. 5. Fees may be discounted according to the published offers made by the College from time to time. 6. Payment of fees is required at enrolment and prior to attendance of the course. Circumstances where this is not the case are to be documented and brought to the attention of the Principal. 		
Relevant documentation	College Brochure Enrolment form Fees receipt 4D (College Office) Fees Receipt Book (Centres) Receipt/Confirmations		
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			
Review date	March 2016		
Mapping to Standards for RTOs	8.1,		
Version and Date issued	Version	1	Date issued 01/4/15
Developed By	VET Manager		
Approved by	Principal		

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