



DISTANCE EDUCATION CENTRE VICTORIA

PARENT AND GENERAL PAYMENTS POLICY

2012

Endorsed – DECV Advisory Committee – 13 December 2011



Full-time/Part-time students

There are no school fees when enrolling with the Distance Education Centre Victoria. However, there are Student Materials & Services charges.

Non School based Students pay a Materials & Services charge of \$150.00 to cover the cost of course material, DVD/CD's, online curriculum access and other consumables.

Current Commonwealth Card holders receiving a government benefit will be entitled to a \$30.00 discount on the full \$150.00 Materials and Services charge if proof of eligibility is provided. If a student enrolls for one semester the materials charge is \$75.00 and no further discounts apply.

Where possible, all Parent or Student Payments are requested to be paid at the time of enrolment. Payment by instalments may be considered in certain circumstances.

All payments are GST free, except for the postage charge for direct postage to an overseas address, which attracts an additional \$300.00 postage charge GST inclusive.

School-based students

There are two parts to a school based enrolment, a service cost is charged to the school and a Materials & Services charge is made to the students (see attachment).

The school requesting the enrolment is responsible for the collection of all monies at enrolment time.

Enrolment can be for a semester or for an entire year's study.

Procedural Note:

DECV financial management procedure applied to non-government schools with unpaid Materials Contributions is as follows:

- Printed statement sent each term.
- Phone reminder each Semester.
- Before processing new enrolments in the following year from a school with unpaid materials contributions, the previous year's outstanding amounts are required to be paid by the school.

Adults

Adults over the age of 21 have a different fee structure as set out by Skills Victoria (formerly OTTE). The Tuition Fee for students enrolled in Government Centrally Funded Adult courses from 1 January 2011 is a charge of \$1.62 for each nominal enrolled hour within a calendar year. (see attachment). Minimum and maximum rates apply. The maximum Tuition Fee a student can pay is \$875.00 and the minimum is \$105.00 per calendar year.

Concessions and exemptions

Students who are in receipt of government benefits as listed, at the time of enrolment, will pay the minimum fee for their tuition (proof of benefit is required and a photo copy of the card must be attached to this application to be eligible).

- Commonwealth Health Care Card
- Pensioner Concession Card, or
- Veteran's Gold Card

These concessions do not apply if the student's tuition contribution is being met by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.

Refunds

Applications for refunds will be accepted if they are received in writing at least 7 days prior to the date of the course commencement. A standard handling fee of \$30.00 will apply.

After materials have been received by the student and the course has commenced, no refunds will apply.