

VET Student Loan Fees Policy and Procedure

Demi International | RTO 32542

Students may access VET Student Loans to obtain a loan for course tuition fees.

As VET Student Loans may only cover tuition fees, any other fees and charges must be borne by the student. The requirements around other fees that are incidental to study are to help ensure that any upfront costs to students are kept to a minimum and to what may reasonably and fairly be charged to a student.

Definitions

For the purposes of this document the following applies:

The Act refers to the *VET Student Loans Act 2016*

Determining tuition fees

Demi International Beauty Academy determines the tuition fees for each approved course it offers. In determining **tuition fees**, Demi International Beauty Academy will not have regard to any of the following:

- any matter related to the manner or timing of payment of tuition fees by students or payment of loan amounts by the Secretary of the Department of Employment and Workplace Relations to the provider (for example, different fees should not be charged based on whether a student pays upfront or requests a loan or pays prior to a certain date before the census day)
- fees payable for anything other than student access including student entry, administration, tuition or assessment for a course
- fees payable for goods and services whether essential to the course or not, or any fine or penalty that may be imposed on a student

Tuition fees are determined by the Director.

VET Student Loan statement of covered fees

Where Demi International Beauty Academy enrolls a student in a VSL enabled course, DIBA's administrative staff will provide the student with a written statement as to whether or not the enrolment is accepted on the basis that some or all of the tuition fees for the course will be covered by a VET student loan.

Providing and publishing fee information for students

Demi International Beauty Academy will ensure that before enrolling a student in an approved course, the student is provided with information about the tuition fees for the course and any other fees other than tuition fees that are payable for the course.

Demi International Beauty Academy's Compliance Officer will publish tuition fees on our website (<https://www.demiinternational.edu.au/funding-payment-options/#vetloans>) in a readily accessible way 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).

Giving the Secretary a list of fees

Demi International Beauty Academy is required to give to the Secretary Department of Employment and Workplace Relations via the My Skills website (www.myskills.gov.au), in relation to each approved course it offers, a list of fees charged for the course including the tuition fees for each part of the course.

The Compliance Officer will update this list whenever there is a change to the fees charged for the course. The Compliance Officer must update this list by **1 December of each year** or prior to enrolling students in an approved course, whichever is the earlier.

Fees other than tuition fees

Prospective students are informed of all tuition fees for an approved course including fees other than tuition fees, prior to and at enrolment. The Campus Coordinator is responsible for ensuring prospective students understand the following with regards to fees **other than tuition fees**:

- That the fees are not for tuition
- The purpose of the fees
- The student's total liability for the fees
- When and how the fees are to be paid

Fees periods

Demi International Beauty Academy's fee periods for each approved course are published on its website <https://www.demiinternational.edu.au/funding-payment-options/#vetloans>

Variations to tuition fees

Demi International Beauty Academy will only vary a published tuition fee for an approved course or a part of a course:

- If the Secretary has given written approval of the proposed variation, or
- If the change:
 - Occurs before the published census date; and
 - Does not disadvantage students enrolled in, or seeking to enrol in that part of the course; and

- Is necessary to correct an administrative error or deal with a change in circumstances

Where there is a variation to tuition fees, Demi International Beauty Academy will publish the varied information on our website as soon as practicable after making the decision.

The Compliance Officer is responsible for implementing the variation to tuition fees process, under the direction of the Director.

Variations to tuition fees that disadvantage students

Demi International Beauty Academy will vary its tuition fees where it may disadvantage students only if the Secretary of the Department has approved its request to vary tuition fees. The request from Demi International Beauty Academy must be via HITS and the online enquiry form and include:

- the name of the affected unit of study and unit of study code
- the course to which the unit forms a part
- what change is being made
- details of when the provider first became aware of the need to change
- the commencement date for the unit
- the current census day for the unit
- the current tuition fee
- the intended increase in the tuition fee
- the last day a person may enrol in the unit without incurring the increase
- the number of students who are eligible for VET Student Loans and enrolled in the unit of study
- whether the students have been advised of the possible variation, and
- why the Secretary should approve the request.

The Secretary will give written notification of the decision, and until this time Demi International Beauty Academy will not vary its fees.

Publication

This VET Student Loans Fee Policy and Procedure will be made available through publication on the College <https://www.demiinternational.edu.au/funding-payment-options/#vetloans>

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