



# Student Guide to Fees 2021

# Table of Contents

Welcome .....	3
Skills First (Victorian Training Subsidy scheme) .....	4
Queensland Certificate III Guarantee .....	6
Queensland Higher Skills .....	7
Queensland Free tafe Year 12 .....	8
VET Student Loans .....	9
Concession Tuition Fee .....	13
Paying your fees .....	14
Additional Fees .....	15
Withdrawals .....	16
Tuition Fees .....	17
Course Fees - Victoria .....	18
Course Fees - Queensland .....	21
Course Fees – New South Wales .....	23
Contact Information .....	24

# WELCOME

Welcome to ACU College, Australian Catholic University's (ACU) Registered Training Organisation (RTO) delivering vocational education and training courses in health, education and community services. ACU College offers a wide range of vocational education and training within the health, education and community services sectors.

ACU College is an approved provider for both Government subsidised training within Victoria and Queensland as well as a VET Student Loans provider. Our course list below indicates which funding is available for eligible students.

Qualifications	Approved provider schemes			
	Skills First (VIC)	Cert III Guarantee (QLD)	Higher Skills (QLD)	VSL
HLT54115 Diploma of Nursing	✓			✓
BSB51918 Diploma of Leadership and Management	✓			✓
CHC50113 Diploma in Early Childhood Education and Care	✓		✓	✓
CHC40213 Certificate IV in Education Support	✓		✓	
CHC30113 Certificate III in Early Childhood Education and Care	✓			
CHC30213 Certificate III in Education Support	✓	✓		
CHC33015 Certificate III in Individual Support	✓	✓		
HLT33015 Certificate III in Allied Health Assistance	✓	✓		

This Student Guide to Fees has been put together to provide you with the information you need to better understand:

- How each funding/loan scheme works
- Eligibility requirements for each funding/loan scheme
- The total course fees for each qualification
- Payment options if you are not covered by a funding/loan scheme
- Additional costs or fees associated with your studies

If you still have any questions around your course fees or payment options after going through this Student Guide to Fees, you can arrange a one-on-one appointment with one of our Finance team members. Please email through your meeting request to the below email, and one of our Finance team members will get back to you within 48 hours.

[fees.acucollege@acu.edu.au](mailto:fees.acucollege@acu.edu.au)

# SKILLS FIRST

## *What is it?*

Skills First is a Victorian Government set of reforms for the training sector that includes funding for eligible individuals to access vocational education and training. If you meet the eligibility requirements, the government will contribute to the cost of your training.

## *Eligibility Criteria*

To be eligible for a government-subsidised place, the course that you are applying for must:

- offer government-subsidised places and
- you must meet the various eligibility criteria. The criteria are:

### **1. Location**

You must be physically present in Victoria for all of your studies.

### **2. Citizenship**

You must be:

- An Australian citizen, or
- Holder of a permanent visa, or
- A New Zealand citizen

### **3. Age and prior education**

If you are 20 years of age or over as at 1 January in the year you start your course, you may be eligible for a government-subsidised place if you are applying for a qualification higher than any other qualification you have already completed (in addition to meeting all other eligibility criteria).

Please note the following exceptions:

- Higher qualifications obtained overseas which have not been formally assessed for Australian Qualifications Framework (AQF) equivalency are **not** included in this prior education criteria;
- **Students of any age** whose existing highest qualification is a VCE, VCAL, International Baccalaureate Diploma, or an Australian secondary senior certificate, may be eligible for a government-subsidised place in a Certificate II level program or above.

#### 4. *Education history*

You must **not**:

- Be currently enrolled in secondary school. This includes enrolled in any government, non-government, independent, catholic or home school. School-based apprentices and trainees are exempt from this criterion;
- Have started, or are due to start, more than two programs in a government-subsidised place in the same calendar year; and
- Be currently enrolled in two or more programs in government-subsidised places at the same time; and
- Have, in your lifetime, started two or more programs in a government-subsidised place at the same AQF level (e.g. Diploma) as the program you are applying for.

You can check if you are eligible for a government-subsidised place by using the government's online [Victorian Skills Gateway Eligibility Indicator](#)

***Please note*** that this indicator is to be used as a guide only and does not guarantee you a government-subsidised place. ACU College will determine your eligibility by conducting a full assessment of your eligibility during your course application process.

# QLD – Certificate III Guarantee

## *What is it?*

This Queensland Government scheme supports Queenslanders to complete their first post-school Certificate III qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

This scheme subsidises your vocational education and training fees. This means that instead of paying the full costs of a training course, you will pay a reduced amount, making training more affordable and accessible.

## *Eligibility Criteria*

To be eligible for a government-subsidised place, the course that you are applying for:

- must offer government-subsidised places and
- you must meet the various eligibility criteria.

The criteria are:

- Be an Australian or New Zealand citizen, or an Australian permanent resident (Including humanitarian entrants), or a temporary resident with an eligible visa subclass
- Be 15 years old or over
- Live in Queensland and have left school (some VET in Schools students will be able to access training through the Certificate III Guarantee)
- Not already have, or be enrolled in a Certificate III or higher qualification

## *How it works?*

The government will pay a portion of the training costs for your course directly to your chosen training provider up to a set amount. However, you will be required to pay a co-contribution fee to the training provider. These fees vary between approved training providers.

Please note that you can only access the subsidy once.

For more information about this scheme, you can visit <https://desbt.qld.gov.au/training/training-careers/incentives/certificate3>

# QLD – Higher Level Skills

## *What is it?*

The Higher-Level Skills program aims to assist Queenslanders to gain the higher level skills required to secure employment or career advancement in priority industries, or to transition to university.

This scheme subsidises your Vocational Education and Training fees to help make training more affordable and accessible to you. You can complete the following qualification levels under this scheme:

- Certificate IV
- Diploma
- Advanced Diploma
- Priority Skills Set

## *Eligibility Criteria*

To be eligible for a government-subsidised place, the course that you are applying for:

- must offer government-subsidised places and
- you must meet the various eligibility criteria.

The criteria are:

- Be an Australian or New Zealand citizen, or an Australian permanent resident (including humanitarian entrants), or a temporary resident with an eligible visa subclass
- Be 15 years old or over
- Live in Queensland and have left school
- Not already have, or be enrolled in a Certificate IV or higher qualification

## *How it works?*

The government will pay a portion of the training costs for your course directly to your chosen training provider up to a set amount. However, you will be required to pay a co-contribution fee to the training provider. These fees vary between approved training providers.

**Please note that you can only access the subsidy once.**

You may be eligible to access VET Student Loans to cover all or part of your contribution when accessing approved Diploma or Advanced Diploma qualifications. For more information about this scheme, you can visit: <https://www.qld.gov.au/education/training/subsidies/higher>

# QLD – Free tafe Year 12

## *What is it?*

To support Year 12 graduates into work, Queensland Government offers free training in high priority areas.

Free means the Queensland Government will cover the full cost of training in a high priority qualification, so eligible students don't contribute to training fees. However, students may incur related costs such as uniforms and resource costs for apprentices and trainees.

There are currently 172 qualifications to choose from. Some qualifications are delivered on campus or as part of an apprenticeship or traineeship.

## *Eligibility Criteria*

To be eligible for free tafe, you must:

- Have completed Year 12 in Queensland and hold a Senior Statement issued by the Queensland Curriculum and Assessment Authority or equivalent certification
- Enrol and start the training with an approved training provider in a high priority qualification by 31 December the year after graduating (e.g. 2020 graduates have to start by 31 December 2021)
- Permanently reside in Queensland

For more information regarding this please refer to the Queensland Government website:

<https://desbt.qld.gov.au/training/training-careers/incentives/freetafe>



# VET Student Loans (VSL)

## *What is it?*

The VET Student Loans (VSL) program is an Australian Government loan program that helps eligible students pay their tuition fees when:

- enrolled in an approved course at diploma level or above,
- at an approved course provider

The loan has income-contingent repayment arrangements, which means you only need to make repayments if you are earning above the minimum repayment threshold. You can make voluntary repayments at any time.

If you are an eligible student, the Department of Employment, Skills, Small and Family Business (the department) may approve your VET Student Loan for an approved course. When you have a VET student loan:

- The department will pay your loan directly to your approved course provider;
- You will be responsible for any gap amount in the tuition fees, which are not covered by the loan;
- You will owe a debt to the Australian Government for the loan, which will be managed by the Australian Taxation Office (ATO);
- The loan may, until the debt is repaid, reduce your take-home (after-tax) wage or salary and may reduce your borrowing capacity.

Feel free to seek independent financial advice before applying for a VET Student Loan.

## *Eligibility Criteria*

To be an eligible student, you must meet all the below criteria:

- Be an Australian citizen, or qualifying New Zealand citizen<sup>^</sup>, or a permanent humanitarian visa holder who usually resides in Australia
- Your HELP balance is more than \$0.
- You are enrolled with an approved course provider in an approved course and have enrolled in accordance with the application requirements.
- You are studying the approved course primarily at a campus in Australia
- You have your Unique Student Identifier (USI)
- You meet Tax File Number (TFN) requirements
- You have been assessed by your approved course provider as academically suited to undertake the approved course on the basis of either:

- » Providing your Australian Year 12 Certificate, OR
- » Providing your International Baccalaureate Diploma Programme (IB) diploma, OR
- » Providing a copy of a certificate showing that you have been awarded a qualification at a level 4 or above in the Australian Qualifications Framework
- » Displaying competence at exit level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy (LLN) test.
- » You have given the required documents to your approved course provider and submitted the loan application form by the first census day no less than two business days after enrolling.

### ***How it works?***

VET Student Loans are only available for approved course at the diploma, advanced diploma, graduate certificate and graduate diploma level that are specified by the VET Student Loans (Courses and Loan Caps) Determination 2016.

The course and loan caps determination specifies the course for which VET Student Loans may be granted; sets the maximum loan amounts for those courses; and provides for the annual indexation of the maximum loan amounts. You cannot borrow more than the maximum loan amount for your course. The amount available will be indexed each year.

Approved course providers may charge tuition fees for courses in excess of the loan cap amount, and you may have to pay the gap between the loan amount and the tuition fees as you progress through your course.

### ***How to apply for VSL?***

1. During your online enrolment, you can indicate if you wish to access a VET Student Loan.
2. ACU College will provide The Department of Education, Skills and Employment with your enrolment information via their eCAF system.
3. You will receive an email from the Department with log-in details to sign into the eCAF system.
  - a. You will need to verify the pre-populated information
  - b. You will need to complete all additional mandatory fields
4. You will have to submit the eCAF on or before the first census day for which you would like the loan to apply.
5. You will receive a confirmation email from the Department confirming your loan approval. You will also be provided a copy of your completed form. Please ensure you keep this for your own records.

## ***Census Dates***

Your census day is a very important date for you to know about. The census day for a course, or a part of a course (e.g. unit), is the last day you can:

- Complete the eCAF\* to apply for a VET student loan for your course, or
- Withdraw your enrolment without incurring a debt for the course or part of the course

*\*eCAF is an Electronic Commonwealth Assistance Form and is required to be completed by eligible students wishing to use HECS-HELP or FEE-HELP for the payment of their tuition fees.*

Every part of a course has its own census day so that you incur debts as you progress through your course, and not for the whole course at the beginning. Every course **must have** at least 3 census days spread reasonably evenly throughout your course.

ACU College determines the census days for each approved course intake based on when the course commences and the length of the course delivery. The census days are reasonably apportioned across the course duration. All census days are published on the ACU College website.

You cannot access VET Student Loans for a past census day. You must submit your eCAF on or before the first census day for which you wish the loan to apply.

## ***Withdrawing from the course***

You must withdraw correctly by the census day to avoid a VET Student Loan debt!

If you correctly withdraw by the census day, you will not incur a debt for that part of your course. If you have already made an upfront payment of your tuition fees, you will receive a refund from your provider.

To correctly withdraw from your course, you are required to:

- Complete ACU College D-ST14 Withdrawal Form (located on LEO)
- Submit this form electronically by emailing it to [compliance.acucollege@acu.edu.au](mailto:compliance.acucollege@acu.edu.au)
- This form must be submitted a **minimum of 2 working days** before census day

If you fail part of a course (unit or subject) or withdraw from part of a course after the census day, you will still have to pay the tuition fee for that unit. If you used a VET Student Loan, you will incur a VSL debt. If you made an upfront payment to your provider, you are **not eligible** for a refund of that payment for training already provided.

### ***General VSL information***

- You will be asked by the Department to confirm that you are still engaged and participating in your course by completing a Progression Form.
- If you would like to keep track of how much you have borrowed or how much you still have left to pay, you can do this by either:
  - Checking your [myhelpbalance](#)
  - Checking the [mySkills website](#)
  - Checking your myGov account
- If you change any of your contact details, please ensure you notify ACU College as soon as possible.
- You may be contacted by the Department to verify your enrolments into the approved course.

For more information about this scheme, you can visit:

<https://docs.employment.gov.au/documents/vet-student-loans-information-booklet>

*^Qualifying New Zealand Citizen refers to a New Zealand citizen who holds a Special Category visa and:*

- *has usually been a resident in Australia for at least 10 years; and*
- *was a dependent child aged 18 years when he or she first was usually resident in Australia and*
- *has been in Australia for periods totalling eight years during the previous 10 years and*
- *has been in Australia for periods totalling 18 months during the previous two years.*

# CONCESSION TUITION FEE

## *What is it?*

Concession tuition fees apply to eligible students who hold a current and valid concession card at the time of enrolment. Concession tuition fees only apply to courses at Certificate IV level and below.

## *Government Concession*

A government concession may be available to you if you are accessing a government subsidy, are enrolling into a course at a Certificate IV level or below and hold one of the following cards:

- Commonwealth Health Care Card (holder or named dependent)
- Pensioner Concession Card (holder or named dependent)
- Veterans Gold Card (holder)

If you meet these requirements, you will be charged the concession rate which is equivalent to **20% of the VET tuition fee** payable by non-concession students in a government subsidised place for your course.

You cannot apply for a government concession if you are enrolling into a course as a full-fee student.

## *Applying for a fee Concession*

To receive a concession on your tuition fees:

- a copy of your concession card **must be attached to your enrolment form**.
- the date of the card must cover the start date of the course (first unit start date)
- the concession card must be applied to the enrolment by the invoice due date or the first unit start date, whichever date is later.

You must present your concession card each academic year and for any additional enrolment.

# PAYING YOUR FEES

ACU College offers students two options for paying their course fees:

- lump sum upfront payment
- direct debit arrangement

Upon your enrolment, you will be asked how you would like to pay your course fees. If you select a lump sum upfront payment, you will be sent an invoice within a month of your course commencement for any course fees owing.

If you have opted to pay your course fees via a direct debit arrangement, ACU College will email you a link to complete an online application form to allow us to debit course fees directly from your nominated bank account.

Once your direct debit payment application has been processed, the following terms and conditions apply:

- Course fees are direct debited out of your nominated bank account weekly over the period of your course duration.
- You will be provided with a schedule which will outline your instalment amounts and the day that the amounts will be debited from your bank account.
- If you miss a payment due to insufficient funds, you will receive a text reminder of the overdue amount and a link to make payment.
- If you become overdue with a second payment, you will be contacted to discuss the nature of the inability to pay and an interim arrangement may be put in place until regular payments may re-commence.
- If a third instalment becomes overdue, students will not be allowed to continue with classes and their LEO access will be blocked until the arrears is paid in full.
- Students who do not pay their outstanding amounts will not be eligible to receive their transcripts, certificates or statements of attainment

If you have any further questions regarding paying your course fees, please contact the finance department on their email address – [fees.acucollege@acu.edu.au](mailto:fees.acucollege@acu.edu.au)

# ADDITIONAL FEES

ACU College may also charge additional fees to cover the cost of resources used to facilitate other services. The below table outlines all additional fees and charges.

Charge Item	Fee
Second uniform shirt	\$38.00 - \$60.00
Nursing kit	\$40.00 - \$70.00
Simulation Lab assessment re-attempt	\$100.00 per day
Re-enrolment in a unit <i>If you have been deemed NYC after all allowable attempts have been used to achieve competence for a unit.</i>	\$250.00 per unit
Placement cancellation fee per day missed (Nursing)	\$66.00 per day
Compensatory Placement (Nursing) <i>If you have been deemed Not Yet Competent (NYC) on placement</i>	\$66.00 per day
Reopening of an online quiz/WHs module/Clinical Placement drop-box after the due or for further attempts	\$30.00
RPL application	\$150.00 per unit

For more information regarding fees and charges, please refer to the ACU College Fees, Charges and Refunds Policy & Procedures which is located on LEO.

# WITHDRAWALS

Students can decide to withdraw from their course at any point within the training period.

Students are required to notify ACU College in writing by completing the D-ST14 Withdrawal Form and submitting this via email or dropping it into the administration office on campus.

ACU College has the right to withdraw a student from a course if:

- the student is no longer engaged in training;
- the student has had a major breach in relation to their academic and or behavioural misconduct;
- ACU College determines that the course is no longer suitable for the student

In the instance that ACU College withdraws a student from a course, ACU College will advise the student of the withdrawal.

If you have a VET Student Loan, please ensure you have read and understood the withdrawal requirements around Census Dates in the VSL section, page 11, of this information booklet.

ACU College has a refunds policy in relation to refunds for tuition fees and any other fees and charges for services provided by ACU College. For more information, please refer to the ACU College **POL06 Fees, Charges and Refunds** which is located on LEO.



# TUITION FEES

Tuition fees are charged based on your individual course enrolments. From year to year the tuition fee rates change. This can be due to several reasons including those set by ACU College and those set by the Australian Government.

The cost of tuition fees are based on many variables, however the following principles apply:

- Fees are calculated on single units of study and every course has an associated services and amenities fee.
- Associated costs involved with delivering training and placement arrangements for each course.
- Course fees will differ depending on factors such as whether you are an Australian citizen, hold a concession card, are eligible for a government subsidised place and the current qualifications you hold.

Invoices for tuition fees are issued at the commencement of training. You are not required to pay the entire tuition fee upfront when you commence the course.

Your invoice will outline your tuition fee due for the course that you are enrolled in with ACU College. If you incur any additional charges during your studies for items such as, but not limited to, unit re-enrolment, resits for exams, additional placement hours, etc., you will be invoice for these separately. Please refer to the *Additional Fees* section within this guide for more information.

**Please note** that if you choose to withdraw from your course you are still required to pay the tuition fee for all training already delivered up to the date of your withdrawal.

# CONTACT US

If you have any questions, feel free to get in touch with our Admissions Team.

## Melbourne Campus

**T:** +61 03 9953 3321

**E:** [acucollege.melbourne@acu.edu.au](mailto:acucollege.melbourne@acu.edu.au)

**A:** Building 400, Level 1, 81-89 Victoria Parade  
Fitzroy, VIC, 3065

## Ballarat Campus

**T:** +61 03 5336 5345

**E:** [acucollege.ballarat@acu.edu.au](mailto:acucollege.ballarat@acu.edu.au)

**A:** 1200 Mair Street, Ballarat  
VIC, 3350

## Brisbane Campus

**T:** +61 07 3623 7647

**E:** [acucollege.brisbane@acu.edu.au](mailto:acucollege.brisbane@acu.edu.au)

**A:** Building 235, 1100 Nudgee Road  
Banyo, QLD, 4014

## Blacktown Campus

**T:** +61 02 9465 9376

**E:** [acucollege.nsydney@acu.edu.au](mailto:acucollege.nsydney@acu.edu.au)

**A:** 22 Main Street, Blacktown  
NSW, 2148

## North Sydney Campus

**T:** +61 02 9465 9376

**E:** [acucollege.nsydney@acu.edu.au](mailto:acucollege.nsydney@acu.edu.au)

**A:** Level 4, 213 Miller Street, North Sydney  
NSW, 2060

