

STUDENT STATEMENT OF FEES – AGREEMENT

The Student Statement of Fees has three separate parts:

- **PART A. STATEMENT OF FEES - AGREEMENT** (outlined in this section)
- **PART B. STATEMENT OF FEES - PROPOSAL** (proposal details)
- **PART C. CONCESSION APPLICATION** (as applicable)

Part A *Statement of Fees - Agreement* (outlined in this section) provides a clear framework for the Student and Westvic Staffing Solutions in relation to fees charged and the training services being offered. **Part B and C** are completed with the Student where all required details are recorded / communicated on the *Student Statement of Fees* form.

The details captured on this form will include: student details; proposed course (type, code, duration, location, delivery mode, placements); course fees (tuition, other – resources/enrolment); government contribution (as applicable) and concession/exemption/fee waiver details.

1. Fees Agreement

The **Statement of Fees - Agreement** is included in this section of the Student Information Booklet, and is outlined in the Student Statement of Fees. This Agreement incorporates the following:

- The full terms and conditions of the agreement with you (the student) for the course you are seeking to enrol into
- Anticipated fees and fee structure, as depicted on the *Statement of Fees - Proposal*
- Cooling-off periods, and termination rights
- Relevant declarations and confirmations required to enrol / commence in a course
- A framework and information relating to fees, concessions / exemptions / fee waivers and refunds
- An acknowledgement by the Student of having read, understood and agreed to details relating to the *Statement of Fees - Agreement* as represented in this publication.

2. State Funding Body (Government) Requirements

The Department of Education and Training – (DET) require that all Registered Training Organisations in receipt of government funding for training, collect and report Fees Information (student contribution portion) for enrolled students.

The current published Fees Information (student contribution portion) identifies the maximum fees for each course, which may be subject to change given individual circumstances at enrolment. The Fees Information may be reviewed from time to time, with the latest pricing published on the Westvic Staffing Solutions website under “Do I need training?” - Fees Information www.westvic.org.au/do-you-need-training/fees. This information will be used in the calculation of fees – as identified in the *Student Statement of Fees* provided to students.

Refer to the Concessions / Exemptions / Fee Waiver section below for details relating to:

- Concessions / Exemption / Fee Waiver eligibility criteria
- Referred Job Seekers covered by a Commonwealth Government Agency or as part of a Commonwealth program

DET (Vic) is responsible for setting and reviewing the government contribution toward funded courses. All government subsidised funding for student enrolments may be subject to change, in the event of policy or funding changes as implemented by DET (Vic). The government contribution toward the student enrolment is identified in the *Student Statement of Fees* as the Government Contribution toward my Training (as applicable).

Where a course is not offered for government subsidised funding, or the student is not eligible for funding, the appropriate Full Fee (Fee For Service) will apply and there will be no government contribution toward the course being undertaken. This will be highlighted in the *Statement of Fees - Proposal* where the Government Contribution toward my Training section will indicate NA.

3. Fee Protection

Westvic Staffing Solutions ensures the protection of all student pre-paid fees (fees in advance) through the holding of an unconditional financial guarantee. This bank guarantee is retained at an amount no less than the total amount of prepaid fees held by us in excess of the threshold prepaid fee amount for each learner for training services to be provided.

4. General Fees Information

Westvic Staffing Solutions fees are designed to minimise the impact on students, through flexible payment plans, dependent on the type of course being offered. Included in this section are a number of areas which are to be taken into consideration in establishing your individual student fees for the chosen course.

The Fees Information Summary is published on the Westvic Staffing Solutions website. This summary details the tuition and other fees (enrolment / resources) for courses available for Registration. Please view at: www.westvic.org.au/do-you-need-training/fees.