

<b>DOCUMENT REFERENCE:</b>	<b>PPP139</b>
<b>RESPONSIBLE MANAGER:</b>	Student Administration
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<b>RELATED POLICIES AND DOCUMENTS:</b>	2026 VET Funding Contract <i>Skills First</i> 2026 Guidelines about Fees <i>Skills First</i> DJSIR Fee Concessions Fact Sheet PPP247 Management of Free TAFE for Priority Programs

## 1. Introduction

South West TAFE (SWTAFE or the 'Organisation') is responsible for the setting the tuition fees for Government funded courses in accordance with Guidelines about Fees issued by the Department from time to time. SWTAFE is required to allow concessions on standard hourly tuition fees in accordance with these Guidelines based on 20% of the published standard hourly fee.

Acceptable evidence of eligibility for a concession is documented in the 2026 VET Funding Contract *Skills First* and 2026 Guidelines about Fees (refer to the most recent versions).

SWTAFE also has an obligation to publish on our website all fees associated with government funded training courses.

## 2. Scope

These Guidelines are applicable to students enrolling in a government funded course at South West TAFE.

## 3. Definitions

<b>VET Funding Contract</b>	the Training Service Delivery Agreement between South West Institute of TAFE and the Department of Jobs, Skills, Industry and Regions. Also referred to as Skills First
<b>Concession fees</b>	A reduction in tuition fees to an amount calculated on the basis of 20% of the published Skills First standard hourly fee.
<b>Tuition Fee exemption</b>	Where the Department has determined that the individual or course has no course tuition fees imposed.
<b>Financial hardship</b>	Being able to demonstrate that the imposing of full tuition fees will cause financial difficulties that will adversely impact on the student's ability to achieve positive educational outcomes.

## 4. Delegated authority

The CEO has delegated authority to consider and provide concession fees where cases of financial hardship can be demonstrated. The CEO has nominated Manager Student Administration to oversee the fee concession process.

## 5. Claiming concession fees

As part of the pre-enrolment information package, all potential students are provided with information on South West TAFE's fees and charges including their ability to claim concession if relevant evidence can be provided.

As part of the application and enrolment process prior to delivery commencing, students are provided with fee and charges information including:

- Whether it is subsidised by the Victorian Government Skills First initiative
- The total cost of the program to the student including:
  - a) tuition fees and any Fee Concession or Fee Waiver entitlement; and
  - b) any other applicable fees, such as student services, amenities, goods or materials.

This information is also provided to potential students as part of our Information Sessions and is available on the website at [www.swtafe.edu.au](http://www.swtafe.edu.au).

The website provides the potential student with all the relevant information including:

- ♦ fees that may be charged
- ♦ acceptable concessions categories
- ♦ fee payment options
- ♦ what happens when they withdraw from a course
- ♦ how to apply for special consideration of reduced fees
- ♦ available scholarships

## 6. Fee Concessions

- Entitlement for a Fee Concession will be checked as part of enrolment.
- Concession tuition fees are available to students eligible for a government funded place within a Skill Set or Qualification at AQF level IV or below, and who can provide the required evidence.

Concession fees cannot be applied for students (except for self identify Aboriginal and Torres Strait islanders) enrolling in a Diploma or above AQF level course.

- A Skills First student is entitled to a Fee Concession if they hold a current:
  - a) Health Care Card issued by the Commonwealth;
  - b) Pensioner Concession Card; or
  - c) Veteran's Gold Card (DVA Issued)

A dependant spouse or dependent child of a Card holder is also entitled to the Fee Concession.

- Students may also receive a Fee Concession if they are eligible for the Government **Asylum Seeker VET Program initiative**, regardless of whether they hold one of the listed Cards. This is in accordance with Clause 3.12, Schedule 1 of our VET Funding Contract and the Guidelines about Fees.
- Under '**Skills First Aboriginal Access fee waiver**' A student who is verified as Aboriginal or Torres Strait Islander descent and is enrolling in a program at any level will be granted a 'Fee Waiver'. Students will self-identify as part of the Application process and verification will be undertaken by the First Nations Student Support Team. Enrolment will be progressed on the basis of self-declaration.

### Grace Period

- Students maybe allowed a grace period of up to 8 weeks from course commencement date to provide evidence of Fee Concession entitlement if they cannot provide it as part of enrolment.
- To be eligible for the Grace Period, the concession must be current on or before the date the training started. *For example, course commencement date is 2 February 2026, the Card must have a start date of 2 February 2026 or less. 3 February is not acceptable.*

### Concessions confirmed as part of enrolment

Where Fee Concession entitlement is confirmed as part of enrolment, the Fee Concession will apply to all tuition fees charged for the program from that point. This is regardless of whether:

- a) all tuition fees are charged in one instance at the start of the program, or in parts (for example, for each subject, semester, or year); and
- b) the Fee Concession entitlement will expire before commencement of training or before the student will complete the program.

### **Concessions obtained after commencement of training**

If a Fee Concession entitlement is obtained after the commencement of training, the student may present it to Student Administration and a Fee Concession will be applied. Where the evidence is presented to Student Administration:

- a) within the Grace Period, concession fees will be applied from course commencement including where delivery of the Unit of Competency has commenced and/or been completed.
- b) beyond the Grace Period, concession fees will be applied to any Units of Competency not yet commenced.

## **7. Access and Equity Application**

The intent of the Access and Equity application is to support those students who wish to access TAFE training but who are unable to do so due to the impact of higher tuition fees and resources costs across some programs. The application is particularly focused on potential full-time students who are likely to have limited options in alternative training and/or employment and where the inability to pay higher fees may see them not being able to engage in meaningful education, training and/or future employment.

- Applicants need to be able to demonstrate financial hardship
- Applicants should be able to articulate their commitment to the course and area of study
- Applicants must be an Australian citizen or permanent resident

Consideration for Access and Equity assistance can be made through the South West TAFE website [Access & Equity Fee Assistance](#). Alternatively, the Skills & Jobs team can assist with an Access and Equity application for consideration. The Skills & Jobs team ascertains a student's ability to pay the fees through alternative sources or processes.

- The Skills & Jobs Centre team will consider these for approval
- Where financial assistance is not provided, the student will be informed by a Skills and Jobs team member, and further course and career consultation will take place.

## **8. Diversity, Equity & Inclusion**

SWTAFE is committed to making diversity, equity and inclusion part of everything we do, including in the implementation of this policy/procedure/guideline. For more information, please visit the 'Our Values' page on our [website](#) [external] or the Diversity, Equity & Inclusion Homepage on ECHO [internal]. ]. [Diversity, Equity & Inclusion \(DEI\)](#)

## **9. Statement of Commitment to Child Safety**

South West TAFE is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a Child Safe Program designed to keep children safe within our organisation. For Child Safe key documents, resources, contact officer details please go to: [Child Safe Commitment](#)