



POLICY ON ADMISSION, ENROLMENT, PAYMENT OF FEES, AND REFUNDS

1. Application for Admission or Enrolment

1.1 Applicants wishing to undertake studies in Yalga-binbi institute must register their enrolment as follows:

- **Short courses and Training Programs of less than 13 weeks duration:**
 - The Application for Enrolment must be lodged with the Institute at least 2 days prior to the commencement date of the course.
- **For courses greater than 13 weeks duration, including Certificate, Diploma, and Advanced Diploma programs:**
 - The Application for Admission must be lodged with the Institute at least 7 days prior to the commencement date of the course.

2. Fees and Charges

- 2.1 Fees and charges will be levied according to Department of Education and Training where a (PQS) Pre-qualified Supplier contract exists.
- 2.2 Fees are currently charged at \$1.00 tuition for each nominal hour of training for non-concessional students and at \$0.50 tuition for each nominal hour of training for concessional students.
- 2.3 Provision exists for partial or full exemptions so as not to financially disadvantage students. Applicants who wish to apply for any form of fee exemption due to personal hardship must do so in writing to the CEO at least 7 days prior to enrolment.
- 2.4 Where payment of fees would cause a student extreme financial hardship, fees may waived at the discretion of the CEO.

3. Payment of Fees

- 3.1 The fees charged for short courses, Training Programs, Certificate, Diploma, and Advanced Diploma courses are detailed in the respective course information.
- 3.2 Places on the course will be cancelled in the event that payment is not received by the specified date.
- 3.3 Course numbers are limited to ensure maximum personal attention and safe working conditions for all participants.
- 3.4 Places are allocated in order of receipt of the Application for Admission form together with the full fee or the required component of the course fee.
- 3.5 A place cannot be guaranteed until fees are paid or a deposit is paid and a schedule of payments is agreed in writing with the CEO.
- 3.6 Fees that apply for a year of study are payable prior to enrolment and the full fee or an agreed amount of payment equalling the first unit/s being studied must be paid no later than 7 days prior to commencement of the first unit or cluster of units for the year.
- 3.7 If a person who has applied for admission to a course is unable to take part after registering their application, his/her place may be taken by some one else and the normal enrolment fees will apply. Notification that the registered student can no longer attend should be received by Yalga-binbi no less than four days prior to the commencement date of the course.

4. Refund of Fees

- 4.1 A full refund of fees paid will be made for cancellations received 7 days or more prior to the commencement date of the course.
- 4.2 A refund of fees less \$10.00 for administrative changes will be will be made for cancellations of enrolment received less than 7 full working days prior to the commencement date of the course.

- 4.3 Participants wishing to transfer to another course must give at least 2 working days notice prior to the commencement date of the course, and requests may be considered up to two weeks after its commencement. However, no transfer will be approved after two weeks from commencement of the course.
- 4.4 Yalga-binbi Institute will provide a full refund of fees for any course cancelled by the Institute. Every effort will be made to ensure nominees for cancelled courses are placed on the next available program. Full refunds will be given to those nominees if transfer to the next available program is not desired or possible.
- 4.5 After the second week of the course, the Institute may negotiate a pro-rata refund of term fees paid only in special circumstances such as on compassionate grounds or because of the participant's long-term illness such that he or she could not participate in the teaching/ learning program, this being supported by a medical certificate.
- 4.6 A separate fees refund account is maintained by the Institute into which all course and unit fees are deposited and in which all fees remain until pro rata completion of the course or of the respective units.

5. Fees for Assessments

- 5.1 A maximum of two attempts at any assessment are included in the unit fee charges. If more than two attempts are required to demonstrate competency, the Institute reserves the right to charge for each additional assessment. If a student who fails to achieve competency re-enrols in the unit, then the normal unit fee charge will be payable.

6. Qualifications

- 6.1 A qualification will be issued on completion of the course within 21 days. The Institute reserves the right to levy a charge for reissue of these documents. A Statement of Attainment, with an attached statement of results is not automatically issued but may be made available on request.

7. Setting the Level of Fees

- 7.1 The levels of fees for non-funded courses and how fees may be paid will be determined from time to time by the Management.
- 7.2 The CEO may set a fee for a new course or training program if the Management is not able to convene in time to meet marketing and promotional deadlines; however, the fee set must be confirmed by Management in its next meeting.