

JTI Policy – Tuition, Concession and Other Fees

1. Purpose

This policy ensures that tuition, concession, and fee- waiver arrangements at Job Training Institute (JTI) are applied fairly, transparently and consistently, in compliance with:

- ASQA Standards for RTOs 2025 (Outcome Standards 1 & 3, Clauses 5.1–5.3, 7.3)
- Skills First VET Funding Contract 2024–25 and 2025 Guidelines (Eligibility and Fees)
- National Vocational Education and Training Regulator Act 2011
- Student Identifiers Act 2014
- Privacy and Data Protection Act 2014 (Vic) and Australian Privacy Principles

It ensures that students are informed of all fees before enrolment, that evidence of concession and waiver is collected and retained, and that all fee data are accurately reported in the Student Management System (SMS).

2. Scope

Applies to all domestic students enrolling in Skills First–subsidised or fee- for- service programs and to all JTI staff involved in admissions, enrolments, invoicing, and compliance processes.

3. Policy Statements

3.1 Tuition Fees

- Fees are set annually in the Tuition Fee Schedule and published on the JTI website and pre- enrolment materials.
- Students receive a Statement of Fees before training commences showing program code, title, currency, student cost (after concession/waiver), and approximate government contribution.
- JTI will not collect more than \$1 500 in advance from any fee- for- service student (Standards Clause 7.3).
- All fees are reviewed annually for compliance with Skills First requirements.

3.2 Concession Fees

- Concessions apply to students who hold a valid Commonwealth Health Care Card, Pensioner Concession Card or Veteran’s Gold Card, including eligible dependants.
- Admissions staff must sight and copy evidence, mark ‘sighted and verified’ with date and initials, and upload to the SMS within 48 hours.
- Concession status is recorded in the SMS for AVETMISS and Skills First reporting.
- Evidence is retained for three years after completion for audit.

3.3 Fee Waivers and Exemptions

- Fee waivers apply to students referred under the Job Seeker Referral Process or other approved initiatives (e.g. Asylum Seeker VET Program).
- Admissions Officers must obtain a signed Job Seeker Referral or waiver approval, retain copies in the student file and upload to the SMS, and record details on the Statement of Fees.
- All waiver evidence is securely retained for audit.

3.4 Other Fees and Charges

- Course fees may include enrolment or registration fees, learning resources, administration charges and replacement or extension fees.
- All additional fees are published on the website and included in the Statement of Fees.

4. Procedures

4.1 Student Information

- All fee information is published on the website, student handbook and pre-enrolment materials.
- Students receive clear advice on charges and payment terms before the enrolment being finalised.

4.2 Evidence Collection and Verification

- Admissions staff do DVS checks OR sight original or certified copies of evidence or endorse as 'sighted and verified', sign and date, and upload to VETtrak.
- Quarterly internal audits check accuracy of fee evidence and SMS records.

4.3 Data Entry and Reporting

- Concession and waiver statuses must be entered in the SMS within seven days of enrolment.
- The QA and Data Team monitors data integrity for each SVTS submission and corrects errors promptly.

4.4 Fee Integrity and Refunds

- All fees and refunds are administered under JTI's Fees, Charges and Refunds Procedure.
- Refunds are requested using the Refund Application Form and processed within 28 working days.
- Refunds are paid only to the original payer using traceable methods.

4.5 Payment Terms

- A non-refundable registration fee is due 7 days before course commencement.

- Enrolments are confirmed on receipt of deposit; remaining fees are payable per approved payment plan.
- JTI may cancel or reschedule classes if minimum numbers are not met and offer alternative dates or full refunds.

Refund Table

Description	Condition	Refund
Registration fees (Funded students)	Students withdraw from course	Non - refundable
Before the commencement of the course (Fee for service students)	Students withdraw from the course 5 days before the course commences date	100% tuition fee deposit refund
Course commenced (Fee for service students)	Students withdraw from the course within 5 days after the course start date	50% tuition fee deposit refund
After 5 days to the course commencement date	Students withdraw after 5 working days	No – Refund
JTI cancel course	In any case, JTI is unable to deliver the course.	100% tuition fee deposit refund

5. Staff Responsibilities

- CEO/General Manager – approves annual Fee Schedule and ensures overall compliance.
- Finance Manager/Accountant – manages invoicing and financial reconciliation.
- QA Manager/Training Coordinator – monitors compliance and conducts internal audits.
- Admissions/Enrolment Team – advises statement of fees, collects evidence, updates SMS.

6. End- to- End Evidence and Recordkeeping

JTI maintains complete, verifiable records covering fee determination, evidence of concession/waiver, Statement of Fees, payment history, refunds and outcomes. All records are securely retained for three (3) years after completion or withdrawal and are readily retrievable for audit.

7. Monitoring and Internal Audit

Fee records and SMS entries are audited quarterly by the QA Team. Non-compliances are documented and corrected within 30 days. Policy is reviewed annually or earlier if Skills First Guidelines changes.

8. References and Related Documents

- ASQA Standards for RTOs 2025
- Skills First VET Funding Contract 2024–25 and 2025 Guidelines (Eligibility, Fees, Apprentices and Trainees)
- Skills First Fact Sheets 2025 (Evidence of Participation, Electronic Signatures, Record Keeping)
- Victorian VET Student Statistical Collection Guidelines 2025
- National Vocational Education and Training Regulator Act 2011
- Student Identifiers Act 2014 (Cth)
- Privacy and Data Protection Act 2014 (Vic) and Australian Privacy Principles