

## 14. Tuition and other fees

### 14.1. Tuition fees

All tuition fees will be determined in accordance with the 2024 Tuition Fee Schedule. The delegate will ensure students are invoiced the correct amount at the time of registration.

*REFER TO APPENDIX A: 2024 Indicative Tuition Fee Schedule (Published on JTI website as well).*

### 14.2 Concession fees

If applicable, concession fee will be granted to eligible students during registration. The Delegate is responsible for informing students that they may be eligible for concessions. If applicable the Delegate must:

- a) Obtain a copy of the student's concession evidence (health care card, concession card)
- b) Clearly state this on the registration form

The above will prompt the administrator to enter the correct details onto the SMS (which will ensure correct data is reported).

All copies of concession evidence will be saved under the student file for future reference. *Also see JTI's Records Management Policy*

### 14.3 Fee waivers

If applicable, fee waivers will be granted to eligible students during registration. The Enrolment Officer is responsible for informing students that they may be eligible for a fee waiver. If applicable the Enrolment Officer must:

- a) Obtain a copy of the student's signed Job Seeker Referral form
- b) Sign and send a copy to the relevant JSA and student
- b) Clearly state this on the registration form

The above will prompt the administrator to enter the correct details onto the SMS (which will ensure correct data is reported).

All copies of fee waiver evidence will be saved under the student file for future reference. *Also see JTI's Records Management Policy*

## Delegate for Assessing and Evidence Eligibility.

CEO/General Manager/Training Coordinator/Accountant

Enrolment Team/ Admissions Team

## Relevant Clauses for Assessing and Evidence Eligibility

- Schedule 1, Clause 2.7 – 2.10