

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 1 of 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

***Resolution of the Board, the 29<sup>th</sup> day of June, 2009, pursuant to clause 19 of the Institute Constitution.***

1. This Institute Rule also refers to the Ministerial Directions (Fees and Charges) dated 19 March 2009, or any updates thereof (or any variation or replacement).

2. **DEFINITIONS**

<b>Academic Registrar</b>	The person appointed/nominated by the Chief Executive Officer to be responsible for administration of the Fees and Charges Policy at the Institute.
<b>Academic Year</b>	Any one period within 1 January and 31 December.
<b>Approved Course</b>	A sequence of study leading to an Australian Qualifications Framework (AQF) award or a vocational outcome.
<b>Board</b>	The Board of Northern Melbourne Institute of TAFE.
<b>Census Date</b>	The closing date for application for VET FEE-HELP or FEE-HELP for a unit.
<b>Chief Executive Officer</b>	The person appointed by the Board as the Chief Executive of Northern Melbourne Institute of TAFE.
<b>DEEWR</b>	The Department of Employment, Education and Workplace Relations (Commonwealth).
<b>Eligible Students (Government Subsidised Place)</b>	<p>Prospective VET students are eligible for a Government Subsidised Place if they are an Australian citizen or permanent resident including Special Category Visa (for New Zealand citizens) holder, or East Timorese asylum seeker, and are:</p> <ol style="list-style-type: none"> <li>(a) aged under 20 as at 1 January in the year that the course is being undertaken;</li> <li>(b) applying for a Foundation Skills course;</li> <li>(c) aged 20 years or over as at 1 January in the year that the course is being undertaken, and enrolling in a course that is accredited at a higher level than the highest Australian qualification that is held at the time of enrolment;</li> <li>(d) for the purpose of applying this criterion, the following qualifications are equivalent to Certificate II:</li> </ol>

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 2 of 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

- (i) the Victorian Certificate of Applied Learning (Intermediate and Senior);
- (ii) the Victorian Certificate of Education and its predecessor qualifications;
- (iii) the International Baccalaureate Diploma; and
- (iv) senior secondary school certificates from other Australian jurisdictions.

<b>Enrolled Student</b>	A person who is enrolled in a course at Northern Melbourne Institute of TAFE.
<b>FEE-HELP</b>	FEE-HELP assistance is a Higher Education Loan Program provided by the Australian Government for institutions with full fee-paying students. Eligible fee-paying students may access FEE-HELP assistance to pay for Units of Study (Units) towards a degree and then pay back the amount (to the Australian Tax Office) when earning above a prescribed threshold.
<b>FEE-HELP Eligibility</b>	As detailed in the FEE-HELP Information Booklet available on the DEEWR website <a href="http://www.goingtouni.gov.au">www.goingtouni.gov.au</a>
<b>Fee Maintenance</b>	The new schedule of tuition fees will not apply to those students who were already enrolled and undertaking their courses before 1 July 2009. These students will continue to pay fees and charges according to the existing fee schedule, subject to indexation, and will continue to have access to the current concessions, until they complete their courses or otherwise end their enrolments. This arrangement will apply until the end of 2012 and will be subject to continuous study.
<b>Government Funded Courses</b>	Courses where the cost of the provision of the course is met, in whole or in part, out of funds provided to the Board under a performance agreement.
<b>Higher Education Student</b>	A student enrolled in a program at Associate Degree or above.
<b>Ineligible Students</b>	Ineligible students are prospective VET students who do not meet the requirements as listed for Eligible Students (Government Subsidised Place) above.
<b>Institute</b>	The Northern Melbourne Institute of Technical and Further Education.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 3 of 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

<b>Institute Constitution</b>	The Constitution of the Board dated 9 October 2007 as varied or replaced.
<b>Minister</b>	The Minister responsible for Vocational Education and Training.
<b>Overseas Student</b>	A student who is not an Australian citizen or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of the unit or the holder of a permanent visa who is undertaking bridging study for overseas-trained professionals and will be resident in Australia for the duration of the unit. <b>Note:</b> New Zealand citizens are not eligible to pay local fees unless they are a holder of a Special Category Visa.
<b>Scheduled Enrolled Hours</b>	Scheduled enrolled hours means the hours timetabled or allocated for the delivery of subjects within a course.
<b>Skills for Growth : Workforce Development Program</b>	Provides Victorian based small sized businesses with access to training via independent workforce planning and training specialists.
<b>Skills Reform Categories:</b>	
- <b>Foundation</b>	Foundation Level and Pre-Accredited Courses
- <b>Skills Creation</b>	Certificate 1 and II
- <b>Apprenticeships &amp; Traineeships</b>	Various
- <b>Skills Building</b>	Certificate III and IV
- <b>Skills Deepening</b>	Diploma and Advanced Diploma.
<b>VET</b>	Vocational Education and Training.
<b>VET FEE-HELP</b>	VET FEE-HELP is an income contingent loan scheme for the Vocational Education and Training (VET) sector. VET FEE-HELP will assist VET FEE-HELP eligible students who are enrolled in VET accredited courses to help pay for all or part of their fees at the following levels: <ul style="list-style-type: none"> <li>(a) Diploma</li> <li>(b) Advanced Diploma</li> <li>(c) Graduate Certificate</li> <li>(d) Graduate Diploma.</li> </ul>

**INSTITUTE RULE**



**TITLE:** STUDENT ENROLMENT, FEES AND CHARGES

**DOC ID:** NMIT/IR/12

**PAGE:** 4 of 47

**EDITION:** NA

**APPROVED FOR USE:** Institute Board

**DATE:** 29 June 2009

**VET FEE-HELP  
Eligibility**

As detailed on the DEEWR website VET FEE-HELP Updates, Student and Parent Information.

**Youth Allowance**

Income support payment for people under 25 years of age, including students and job seekers.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 5 of 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

**PART A.**

**ELIGIBLE STUDENTS  
(Government Subsidised Place)  
VET PROGRAMS**

**A.1 TUITION FEE**

A.1.1 For the purpose of calculating tuition fees, each course is classified into one of five categories:

**(a) Foundation Skills**

Courses listed in Foundation Skills are identified in Part A – Schedule 3. These courses will be updated from time to time as determined by Skills Victoria and in line with updates to accreditation status.

**(b) Skills Creation**Course Code Qualification

N/A All qualifications accredited as Certificate I other than those classified as Foundation Skills and except when undertaken as an Apprenticeship or Traineeship.

N/A All qualifications accredited as Certificate II other than those classified as Foundation Skills and except when undertaken as an Apprenticeship or Traineeship.

N/A Single modules, units or a 'Course in ...' undertaken as stand-alone training to meet regulatory or industry requirements. (For example, 21659VIC Course in First Aid Management of Anaphylaxis; 21896VIC Course in Taxi Driving; Responsible Service of Alcohol; Responsible Service of Gaming.)

21353VIC	Victorian Certificate of Applied Learning (Intermediate)
21354VIC	Victorian Certificate of Applied Learning (Senior)
2200LZV	Victorian Certificate of Education
038725E	Victorian Certificate of Education (Adult).

**(c) Apprenticeships and Traineeships**Course Code Qualification

N/A All qualifications undertaken under a training contract registered within the Australian Apprenticeship and Traineeship Program.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 6 of 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

**(d) Skills Building**Course Code Qualification

N/A All qualifications accredited as Certificate III other than those classified as Foundation Skills and except when undertaken as an Apprenticeship or Traineeship.

N/A All qualifications accredited as Certificate IV other than those classified as Foundation Skills and except when undertaken as an Apprenticeship or Traineeship.

N/A Single modules, units or a 'Course in ...' undertaken as stand-alone training for the purpose of meeting licensing requirements for a trade or an extension of trade licensing. (For example: 2002AEC Course in Scaffolding – Advanced; 2002AIC Course in Tower Crane Operation.)

**(e) Skills Deepening**Course Code Qualification

N/A All qualifications accredited as Diploma, except when undertaken as an Apprenticeship or Traineeship.

N/A All qualifications accredited as Advanced Diploma, except when undertaken as an a Apprenticeship or Traineeship.

N/A All qualifications accredited as a Vocational Graduate Certificate.

N/A All qualifications accredited as a Vocational Graduate Diploma.

The tuition fees for the above categories are detailed in Part A – Schedule 1 'Fees for New Enrolments as from 1 July 2009 Eligible Students'.

A.1.2 The Minister will approve the classification of courses to categories and may from time to time approve adjustments to the classification of courses.

A.1.3 The Minister will each year fix the amount of the maximum hourly rate, and the minimum and maximum tuition fees payable for enrolments in each category.

A.1.4 Subject to the concessions and exemptions provided for in section A.2 the tuition fee payable is determined according to the hourly rate, minimum and maximum specified for each category.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 7 of 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

A.1.5 A tuition fee may be charged at a rate no higher than the hourly rate specified for a category for a calendar year. The minimum fee is the minimum that must be charged in respect of a person's total enrolments within a category in a calendar year. The maximum fee is the maximum that may be charged for a person's total enrolments in courses within a category in a calendar year.

A.1.6 If a person enrolls in and commences more than one course within the same category in a calendar year, tuition fees already paid in that year shall be taken into account in calculating the fees applicable to the additional enrolments.

A.1.7 If a person enrolls in and commences more than one course in different categories in a calendar year, the tuition fees for each enrolment shall be calculated independently, within the minimum and maximum limits specified for each category.

A.1.8 Notwithstanding clause A.1.7, the total tuition fees payable by a person in a calendar year shall not exceed a fixed annual maximum. The annual maximum for total enrolments shall be the same as the maximum applicable to the Skills Deepening category in that calendar year.

## A.2 TUITION FEE CONCESSIONS AND EXEMPTIONS

A.2.1 A student enrolling in Government Funded Courses other than Skills Deepening who is in receipt of one of the following benefits, pensions or allowances will be charged the minimum tuition fee:

- (a) Commonwealth Health Care Card; or
- (b) Pensioner Concession Card; or
- (c) Veterans Gold Card.

A.2.2 The concessions provided for in clause A.2.1 (a) and (b) also apply to a dependant spouse or dependant child of a card holder.

A.2.3 If a person who was previously eligible for a concession under clause A.2.1 or A.2.2 becomes ineligible for the concession before the completion of the hours for which they have paid tuition fees, this does not affect the tuition fees payable for the enrolment.

A.2.4 If a person who was previously not eligible for a concession under clause A.2.1 or A.2.2 becomes eligible for a concession and then enrolls in further training within a calendar year, the person will not be liable for any further tuition fees for that calendar year for a course in the same category.

A.2.5 The concessions provided for in clauses A.2.1 and A.2.2 do not apply if a person's tuition fee is being fully paid by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 8 of 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

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- A.2.6 The Chief Executive Officer may grant a concession on tuition fees if it is considered that collection in full would impose extreme hardship. This may include a concession on, or exemption from, the minimum fee.
- A.2.7 A tuition fee will not be charged to a person whose enrolment is undertaken by arrangement with another education institution which provides payment to the Institute for tuition.
- A.2.8 A tuition or other fee will not be charged for an enrolment for which funding has been provided directly or indirectly by the Commonwealth Government and where a condition of the funding prohibits the imposition of a tuition or other fee.
- A.2.9 Tuition fees are not charged for enrolment by a person who is a prisoner within the meaning of the *Corrections Act 1986*, or who is:
- (a) detained (other than on weekend detention) in a youth training centre or remand centre under the *Children, Youth and Families Act 2005* or the *Sentencing Act 1991* or in a youth residential centre established under the *Children, Youth and Families Act 2005*; or
  - (b) held on remand in a youth justice centre established under the *Children, Youth and Families Act 2005*; or
  - (c) required to undertake the course pursuant to a non-custodial order made under the *Children, Youth and Families Act 2005*.

### A.3 STUDENT SERVICES AND AMENITIES FEE

- A.3.1 Students will be charged a fee in addition to the tuition fee and this compulsory non-academic fee will be charged for the purposes of the provision of student services and amenities.
- A.3.2 A Student Services & Amenities Fee will be payable by all students at enrolment. The amount will be determined in accordance with Part A – Schedule 2.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 9 of 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

#### **A.4 INSTITUTE ACCREDITED & CUSTOMISED PROGRAMS**

A.4.1 Subject to any direction from the Minister or other appropriate authority, Institute accredited and customised programs will be charged at full cost recovery rate and may be used to wholly or partially cover:

- (a) teaching salaries;
- (b) support salaries;
- (c) materials;
- (d) resources;
- (e) publicity;
- (f) hospitality;
- (g) administration;
- (h) transportation or
- (i) any other costs attributed to the course as determined by the Board.

#### **A.5 ADDITIONAL CHARGES**

Additional charges may be made as follows:

A.5.1 to recover the cost of providing goods or materials to be retained by a student as his or her personal property, on the understanding that a student must be permitted to use equivalent goods or materials obtained from sources other than the Institute; or

A.5.2 to recover the cost of an excursion or field trip which is not a requirement of the accredited course; or

A.5.3 to recover the cost (or part thereof) of assessment of recognition of prior learning for the purposes of the course, but only if the assessment is conducted at the request or with the consent of the student; or

A.5.4 to recover the cost of materials used in examinations.

#### **A.6 ADMINISTRATION**

It will be the responsibility of the Chief Finance Officer to ensure that all prescribed fees and charges are collected.

It will be the responsibility of Associate Directors of teaching faculties to ensure that students have paid all prescribed fees and charges prior to admission to classes.

It will be the responsibility of the Academic Registrar to administer the Fees and Charges Policy, co-ordinate the collection of fees across all locations, and to authorise any refund of tuition fees, Student Services & Amenities Fees, and additional charges.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 10 of 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

## **A.7 REFUND OF ENROLMENT FEES AND CHARGES**

### **- Excluding Overseas Students and Higher Education Students**

#### **Tuition Fee and Student Services & Amenities Fee**

- A.7.1 If a student withdraws, by written notice, from other than Skills Deepening training or further education, at any time up until 4 weeks after the scheduled commencement date of the course, the Institute will refund the tuition fees paid in respect of the enrolment in excess of the minimum fee, and any other fees and charges paid by or on behalf of the student.
- A.7.2 If a student withdraws, by written notice, from Skills Deepening programs prior to the Census Date, the Institute will refund the tuition fee and any other fees and charges paid by or on behalf of the student.
- A.7.3 For the purposes of clause A.7.1 and A.7.2, if a student withdraws from only part of an enrolment, then the Institute will refund only the portion of the tuition fee and materials fee applicable to that part of the training or further education.
- A.7.4 If a course is cancelled by the Institute at any time during the period of a person's enrolment, then the Institute will refund the full tuition fees, the pro-rata portion of any student services and amenities fees, any incidental fees for goods and services that have not been used prior to the date of cancellation, and fees for materials that have not been used prior to the date of cancellation.
- A.7.5 If a student has paid a fee for tuition which is no longer required because of Recognition of Prior Learning, the Institute will refund an amount equal to the difference between the tuition fee paid, and the tuition fee payable for the adjusted hours of tuition that are to be undertaken.
- A.7.6 The Institute will repay to a student who is, or would be, entitled to VET FEE-HELP assistance any payment of his or her tuition fee for a VET course of study that the person made on or before the Census Date for the unit if the person is no longer enrolled in the unit at the time of the Census Date.

## **A.8 ACADEMIC REGISTRY CHARGES**

The Chief Executive Officer may determine annually, or at the time of providing the service, charges for provision and issuing of:

- (a) a replacement Student Identification Card;
- (b) an additional Statement of Student Results;
- (c) a replacement graduation certificate; or
- (d) a duplicate receipt.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 11 of 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

## A.9 ENROLMENTS

A.9.1 Enrolment at the Institute is valid for the calendar year of enrolment.

A.9.2 Enrolment at the Institute is conditional upon:

- (a) the information that is supplied by the prospective student to the Institute upon which an offer of a place in a course is based, being accurate;
- (b) the approval of the relevant Head of Department (or nominee) of the subjects concerned;
- (c) the completion by the prospective student of the Institute enrolment form;
- (d)
  - (i) the undertaking of the prospective student to abide by the regulations, rules, procedures and standards of conduct of the Institute; and
  - (ii) the granting of authority to the Academic Registrar to provide employers and others, who have permitted a prospective student to enrol at the Institute, such details of the person's academic progress as may be required by them; and
  - (iii) the granting of authority to the Academic Registrar to seek from other education institutions at which the prospective student has been enrolled details of their academic record and progress; and
  - (iv) the acknowledgment by the prospective student that they may be contacted with regards to a Student Outcomes survey;
- (e) the lodging of all documents required by the Academic Registrar at the Information Office or the Student Records Office, as appropriate to the procedure being followed;
- (f) the payment of the prescribed fees and charges, or the submission of an application for VET FEE-HELP assistance in relation to those fees applicable to Skills Deepening programs only; and
- (g) the prospective student making satisfactory progress towards the completion of an approved program during the previous semester or year of study enrolled at the Institute.

A.9.3 Upon completion of the Institute enrolment requirements in an accredited course a person shall be and, subject to this Institute Rule, shall remain an enrolled student.

A.9.4 NMIT treats fairly all students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act and all persons seeking to enrol with the VET provider in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act and who are, or would be, entitled to VET FEE-HELP under clause 43 of the Act.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 12 of 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

A.9.5 NMIT has open, fair and transparent procedures that, in the Institute's reasonable view, are based on merit for making decisions about:

- (a) the selection, from among the people who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act and who seek to enrol with the provider in a VET unit of study that meets the requirements under subclause 45(1) of Schedule 1A of the Act, of persons to enrol; and
- (b) the treatment of students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act undertaking a VET course of study.

## A.10 WITHDRAWAL OF STUDENT ENROLMENT

A.10.1 A student may have his/her enrolment in a program withdrawn by the Academic Registrar when:-

- (a) the penalty of expulsion or suspension has been imposed under the "Student Discipline Rule" and when any appeals arising out of the imposition of that penalty have been disposed of; or
- (b) the student has notified the Academic Registrar in writing that he/she no longer wishes to continue with the program for which he/she is enrolled; or
- (c) the student has failed to attend classes for the program for four consecutive weeks and the student has not notified the Academic Registrar of his/her intention to continue the program and received approval to so continue; or
- (d) after considering advice from faculties and other relevant Institute departments, the Academic Registrar determines that the applicant has failed to make satisfactory progress towards the completion of an approved program during the previous semester or year of study enrolled at the Institute.

A.10.2 A student whose enrolment in all subjects is withdrawn shall forthwith cease to be an enrolled student of the Institute and shall no longer have the right as an enrolled student:

- (a) to enter and to remain in any of the precincts of the Institute;
- (b) to participate in any classes, examinations or tests conducted by the Institute; or
- (c) to participate in any other activities of or under the control of the Institute.

A.10.3 A student shall cease to be an enrolled student on completion of the accredited course/s in which he/she was enrolled.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 13 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

## **A.11 APPEALS AGAINST WITHDRAWAL OF STUDENT ENROLMENT**

A.11.1 Where enrolment has been withdrawn subject to clause A.10.1(d) the Academic Registrar shall notify the student in writing and advise that appeals against the decision must be made in writing to the Director Programs within 14 days of receipt of the letter notifying the withdrawal.

A.11.2 Appeals under clause A.11.1 shall be undertaken by the Director Programs as soon as reasonably convenient.

A.11.3 The decision of the Director Programs on the appeal against withdrawal shall be final.

A.11.4 A student whose enrolment has been withdrawn subject to clause A.10.1(d) and whose appeal has been dealt with under clauses A.11.2 and A.11.3 may only re-enrol in a subsequent year after written application to the Director Programs and written approval by the Director Programs of that application.

## **A.12 AMENDMENTS TO COURSE OR SUBJECT**

A student may change his/her course/subject details by completing an "Amendment to Enrolment Form", obtaining authorisation from the Head of Department or Associate Director as appropriate, and lodging the form with the Academic Registry and, where additional hours are involved, paying any additional fees required.

## **A.13 AMENDMENTS TO PERSONAL DETAILS**

A student who changes his/her name, address, telephone contact or for an apprentice/trainee, place of employment, should within seven (7) days of the change, complete an "Amendment to Personal Details" form which is available from the Academic Registry.

Students recording a change of name will be required to produce legal documentary evidence (eg. marriage certificate, statutory declaration, deed poll certificate) in addition to completing the relevant form.

## **A.14 TRANSITION PROVISION**

All charges, fees and levies owing to the Institute by any student or former student pursuant to an Institute Regulation/Rule as at the date of adoption of this Resolution by the Board shall remain due and owing.

## **A.15 CHIEF EXECUTIVE OFFICER'S DISCRETION**

The Chief Executive Officer may grant an exemption or concession or approve deferment of payment of the enrolment fees for individual cases where special hardship can be demonstrated.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 14 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

**PART A - SCHEDULE 1**

**FEES FOR NEW ENROLMENTS AS FROM 1 JULY 2009  
ELIGIBLE STUDENTS**

<b>Tuition Fee Category</b>	<b>Award</b>	<b>Fee per Student Contact Hour</b>	<b>Minimum Fee</b>	<b>Maximum Fee</b>
Foundation	Foundation Level and Pre-Accredited Courses	\$1.08	\$50	\$250
Skills Creation	Certificate I and Certificate II	\$1.37	\$105	\$437.50
Apprenticeships & Traineeships	Various	\$1.37	\$57	\$451.50
Skills Building	Certificate III and Certificate IV	\$1.37	\$120	\$500
Skills Deepening	Diploma and Advanced Diploma	\$2.20	\$225	\$750

INSTITUTE RULE



TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

APPROVED FOR USE: Institute Board

PAGE: 15 OF 47

EDITION: NA

DATE: 29 June 2009

---

**PART A - SCHEDULE 2**

**FEES FOR NEW ENROLMENTS AS FROM 1 JULY 2009  
ELIGIBLE STUDENTS**

**STUDENT SERVICES & AMENITIES FEE**

The Student Services & Amenities Fee shall be calculated on student contact hours as follows:

<b>Minimum Fee</b>	:	\$45 (no concession)
<b>Concession</b>	:	25% discount for any amount above the minimum fee
<b>Fee per Hour</b>	:	\$0.25 per hour enrolled
<b>Maximum Fee</b>	:	\$135.00
<b>Maximum Concession:</b>	:	\$101.25

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 16 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

## PART A – SCHEDULE 3

## FOUNDATION SKILLS

<u>Course Code</u>	<u>Qualification</u>
21770VIC	Course in Initial General Education for Adults
21896VIC	Course in Recognised Informal Learning
21938VIC	Course in ESL
91418NSW	Course in Preliminary Spoken and Written English
91471NSW	Course in Language, Literacy and Numeracy
21352VIC	Victorian Certificate of Applied Learning (Foundation)
2200LZF	Preparatory Year 11 Equivalent – General Studies
21625VIC	Certificate I in Vocational Preparation
21671VIC	Certificate I in Transition Education
21672VIC	Certificate I in Work Education
21771VIC	Certificate I in General Education for Adults (Introductory)
21772VIC	Certificate I in General Education for Adults
21859VIC	Certificate I in Mumgu-dhai tyama-tiyt
21890VIC	Certificate I in Initial Adult Literacy and Numeracy (Entry)
21891VIC	Certificate I in Initial Adult Literacy and Numeracy (Foundation)
21892VIC	Certificate I in Initial Adult Literacy and Numeracy (Established)
21936VIC	Certificate I in ESL ( Access)
91421NSW	Certificate I in Spoken and Written English
21773VIC	Certificate II in General Education for Adults
21860VIC	Certificate II in Mumgu-dhai tyama-tiyt
21932VIC	Certificate II in ESL (Access)
21945VIC	Certificate II in ESL (Employment)
91422NSW	Certificate II in Spoken and Written English
21774VIC	Certificate III in General Education for Adults
21861VIC	Certificate III in Mumgu-dhai tyama-tiyt
21933VIC	Certificate III in ESL (Access)
21935VIC	Certificate III in ESL (Employment)
21939VIC	Certificate III in ESL (Further Study)
91423NSW	Certificate III in Spoken and Written English
21934VIC	Certificate IV in ESL (Access)
21937VIC	Certificate IV in ESL (Employment/Professional)
21940VIC	Certificate IV in ESL (Further Study)
91419NSW	Certificate IV in Spoken and Written English – Further Studies
91420NSW	Certificate IV in Spoken and Written English – Employment.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 17 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

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## **PART B.**

### **INELIGIBLE STUDENTS (Government Subsidised Place) VET PROGRAMS**

Ineligible students are prospective students who do not meet the requirements as listed for Eligible Students.

#### **B.1 TUITION FEE**

B.1.1 The Board will approve the tuition fees for Ineligible Students annually. The Chief Executive Officer has delegated authority to revise the fees throughout the academic year. The Academic Registrar will immediately notify DEEWR whenever the Institute varies a student contribution or tuition fees and will ensure the Institute webpage is updated accordingly.

B.1.2 Costs of individual units of study within Diplomas and Advanced Diplomas are available on the Institute website.

B.1.2.1 Students enrolling through the Skills for Growth Program are also subject to the eligibility criteria. Fees for students who are ineligible for a Government Subsidised Place are set out in Part B – Schedule 1.

B.1.3 A full tuition fee will be payable by all students at enrolment with the exception of students in courses specified in Part B – Schedule 3 Minimum Fee Courses (which expires at the end of 2009), and students wishing to apply for VET FEE-HELP assistance, who have until the end of the Census Date for each unit of study to either pay the tuition fee or submit an application for VET FEE-HELP assistance for the course of study.

#### **B.2 STUDENT SERVICES AND AMENITIES FEE**

B.2.1 Students will be charged a fee in addition to the tuition fee and this compulsory non-academic fee will be charged for the purposes of the provision of student services and amenities.

B.2.2 A Student Services & Amenities Fee will be payable by all students at enrolment. The amount will be determined in accordance with Part B – Schedule 2.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 18 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

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### B.3 INSTITUTE ACCREDITED & CUSTOMISED PROGRAMS

B.3.1 Subject to any direction from the Minister or other appropriate authority, Institute accredited and customised programs will be charged at full cost recovery rate and may be used to wholly or partially cover:

- (a) teaching salaries;
- (b) support salaries;
- (c) materials;
- (d) resources;
- (e) publicity;
- (f) hospitality;
- (g) administration;
- (h) transportation; or
- (i) any other costs attributed to the course as determined by the Board.

### B.4 ADDITIONAL CHARGES

Additional charges may be made as follows:

B.4.1 to recover the cost of providing goods or materials to be retained by a student as his or her personal property, on the understanding that a student must be permitted to use equivalent goods or materials obtained from sources other than the Institute; or

B.4.2 to recover the cost of an excursion or field trip which is not a requirement of the accredited course; or

B.4.3 to recover the cost (or part thereof) of assessment of Recognition of Prior Learning for the purposes of the course, but only if the assessment is conducted at the request or with the consent of the student; or

B.4.4 to recover the cost of materials used in examinations.

### B.5 ADMINISTRATION

It will be the responsibility of the Chief Finance Officer to ensure that all prescribed fees and charges are collected.

It will be the responsibility of Associate Directors of teaching faculties to ensure that students have paid all prescribed fees and charges prior to admission to classes.

It will be the responsibility of the Academic Registrar to administer the Fees and Charges Policy, co-ordinate the collection of fees across all locations, and to authorise any refund of tuition fees, Student Services & Amenities Fees, and additional charges.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 19 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

## **B.6 REFUND OF ENROLMENT FEES AND CHARGES**

### **- Excluding Overseas Students and Higher Education Students**

#### **Tuition Fee and Student Services & Amenities Fee**

- B.6.1 If a student withdraws, by written notice, from other than Skills Deepening training or further education at any time up until 4 weeks after the scheduled commencement date of the course, the Institute will refund the tuition fees paid in respect of the enrolment in excess of the minimum fee, and any other fees and charges paid by or on behalf of the student.
- B.6.2 If a student withdraws, by written notice, from Skills Deepening programs prior to the Census Date, the Institute will refund the tuition fee.
- B.6.3 For the purposes of clause B.6.1 and B.6.2, if a student withdraws from only part of an enrolment, then the Institute will refund only the portion of the tuition fee and materials fee applicable to that part of the training or further education.
- B.6.4 If a course is cancelled by the Institute at any time during the period of a person's enrolment, then the Institute will refund the full tuition fees, the pro-rata portion of any Student Services and Amenities Fees, any incidental fees for goods and services that have not been used prior to the date of cancellation, and fees for materials that have not been used prior to the date of cancellation.
- B.6.5 If a student has paid a fee for tuition which is no longer required because of Recognition of Prior Learning, the Institute will refund an amount equal to the difference between the tuition fee paid, and the tuition fee payable for the adjusted hours of tuition that are to be undertaken.
- B.6.6 The Institute will repay to a student who is, or would be, entitled to VET FEE-HELP assistance any payment of his or her tuition fee for a VET course of study that the person made on or before the Census Date for the unit if the person is no longer enrolled in the unit at the time of the Census Date.

## **B.7 ACADEMIC REGISTRY CHARGES**

The Chief Executive Officer may determine annually, or at the time of providing the service, charges for provision and issuing of:

- (a) a replacement Student Identification Card;
- (b) an additional Statement of Student Results;
- (c) a replacement graduation certificate; or
- (d) a duplicate receipt.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 20 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

## B.8 ENROLMENTS

B.8.1 Enrolment at the Institute is valid for the calendar year of enrolment.

B.8.2 Enrolment at the Institute is conditional upon:

- (a) the information that is supplied by the prospective student to the Institute upon which an offer of a place in a course is based, being accurate;
- (b) the approval of the relevant Head of Department (or nominee) of the subjects concerned;
- (c) the completion by the prospective student of the Institute enrolment form;
- (d)
  - (i) the undertaking of the prospective student to abide by the regulations, rules, procedures and standards of conduct of the Institute; and
  - (ii) the granting of authority to the Academic Registrar to provide employers and others, who have permitted a prospective student to enrol at the Institute, such details of the person's academic progress as may be required by them; and
  - (iii) the granting of authority to the Academic Registrar to seek from other education institutions at which the prospective student has been enrolled details of their academic record and progress; and
  - (iv) the acknowledgment by the prospective student that they may be contacted with regards to a Student Outcomes survey;
- (e) the lodging of all documents required by the Academic Registrar at the Information Office or the Student Records Office, as appropriate to the procedure being followed;
- (f) the payment of the prescribed fees and charges, or the submission of an application for VET FEE-HELP assistance in relation to those fees applicable to Skills Deepening programs only; and
- (g) The prospective student making satisfactory progress towards the completion of an approved program during the previous semester or year of study enrolled at the Institute.

B.8.3 Upon completion of the Institute enrolment requirements in an accredited course a person shall be and, subject to this Institute Rule, shall remain an enrolled student.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 21 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

B.8.4 NMIT treats fairly all students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act and all persons seeking to enrol with the VET provider in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act and who are, or would be, entitled to VET FEE-HELP under clause 43 of the Act.

B.8.5 NMIT has open, fair and transparent procedures that, in the Institute's reasonable view, are based on merit for making decisions about:

- (a) the selection, from among the people who are, or would be, entitled To VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act and who seek to enrol with the provider in a VET unit of study that meets the requirements under subclause 45(1) of Schedule 1A of the Act, of persons to enrol; and
- (b) the treatment of students who are, or would be, entitled to VET FEE HELP assistance under clause 43 of Schedule 1A of the Act undertaking a VET course of study.

## B.9 WITHDRAWAL OF STUDENT ENROLMENT

B.9.1 A student may have his/her enrolment in a program withdrawn by the Academic Registrar when:

- (a) the penalty of expulsion or suspension has been imposed under the "Student Discipline Rule" and when any appeals arising out of the imposition of that penalty have been disposed of; or
- (b) the student has notified the Academic Registrar in writing that he/she no longer wishes to continue with the program for which he/she is enrolled; or
- (c) the student has failed to attend classes for the program for four consecutive weeks and the student has not notified the Academic Registrar of his/her intention to continue the program and received approval to so continue; or
- (d) after considering advice from faculties and other relevant Institute departments, the Academic Registrar determines that the applicant has failed to make satisfactory progress towards the completion of an approved program during the previous semester or year of study enrolled at the Institute.

B.9.2 A student whose enrolment in all subjects is withdrawn shall forthwith cease to be an enrolled student of the Institute and shall no longer have the right as an enrolled student:

- (a) to enter and to remain in any of the precincts of the Institute; or

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 22 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

(b) to participate in any classes, examinations or tests conducted by the Institute; or

(c) to participate in any other activities of or under the control of the Institute.

B.9.3 A student shall cease to be an enrolled student on completion of the accredited course/s in which he/she was enrolled.

## **B.10 APPEALS AGAINST WITHDRAWAL OF STUDENT ENROLMENT**

B.10.1 Where enrolment has been withdrawn subject to clause B.9.1(d) the Academic Registrar shall notify the student in writing and advise that appeals against the decision must be made in writing to the Director Programs within 14 days of receipt of the letter notifying the withdrawal.

B.10.2 Appeals under clause B.10.1 shall be undertaken by the Director Programs as soon as reasonably convenient.

B.10.3 The decision of the Director Programs on the appeal against withdrawal shall be final.

B.10.4 A student whose enrolment has been withdrawn subject to clause B.9.1(d) and whose appeal has been dealt with under clauses B.10.2 and B.10.3 may only re-enrol in a subsequent year after written application to the Director Programs and written approval by the Director Programs of that application.

## **B.11 AMENDMENTS TO COURSE OR SUBJECT**

A student may change his/her course/subject details by completing an "Amendment to Enrolment Form", obtaining authorisation from the Head of Department or Associate Director as appropriate, and lodging the form with the Academic Registry and, where additional hours are involved, paying any additional fees required.

## **B.12 AMENDMENTS TO PERSONAL DETAILS**

A student who changes his/her name, address, telephone contact or for an apprentice/trainee, place of employment, should within seven (7) days of the change, complete an "Amendment to Personal Details" form which is available from the Academic Registry.

Students recording a change of name will be required to produce legal documentary evidence (eg. marriage certificate, statutory declaration, deed poll certificate) in addition to completing the relevant form.

## **B.13 TRANSITION PROVISION**

All charges, fees and levies owing to the Institute by any student or former student pursuant to an Institute Regulation/Rule as at the date of adoption of this Resolution by the Board shall remain due and owing.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 23 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

## B.14 CHIEF EXECUTIVE OFFICER'S DISCRETION

The Chief Executive Officer may grant an exemption or concession or approve deferment of payment of the enrolment fees for individual cases where special hardship can be demonstrated.

### B.14.1 Individual Exemption

Subject to specific guidelines, a person who is otherwise ineligible because of a prior qualification, may be granted a government subsidised place, at the discretion of the Chief Executive Officer. Exemption may be granted only after the Institute has established that an applicant is unable to access appropriate alternative funded training and is:

- (a) seeking training in an industry sector or qualification specified by the Victorian Skills Commission as an area of critical skills shortage for exemptions purposes; or
- (b) unemployed as a result of redundancy or retrenchment; or
- (c) disadvantaged in the labour market because of factors that constitute a barrier to employment or re-employment.

*Note:* The Chief Executive Officer may not grant exemption to a person who is ineligible on citizenship/residency grounds.

**INSTITUTE RULE****TITLE: STUDENT ENROLMENT, FEES AND CHARGES****DOC ID: NMIT/IR/12****PAGE: 24 OF 47****EDITION: NA****APPROVED FOR USE: Institute Board****DATE: 29 June 2009****PART B – SCHEDULE 1****SKILLS FOR GROWTH ONLY****FEES FOR NEW ENROLMENTS AS FROM 1 JULY 2009  
INELIGIBLE STUDENTS**

<b>Tuition Fee Category</b>	<b>Award</b>	<b>Tuition Fee per Student Contact Hour</b>
Foundation	Foundation Level and Pre-Accredited Courses	\$11.00
Skills Creation	Certificate I and Certificate II	\$11.00
Apprenticeships and Traineeships	Various	\$11.36
Skills Building	Certificate III and Certificate IV	\$11.36
Skills Deepening	Diploma and Advanced Diploma	Costs for individual units of study within Diplomas & Advanced Diplomas are available on the Institute website.

INSTITUTE RULE



TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

APPROVED FOR USE: Institute Board

PAGE: 25 OF 47

EDITION: NA

DATE: 29 June 2009

---

**PART B – SCHEDULE 2**

**STUDENT SERVICES & AMENITIES FEE**

The Student Services & Amenities Fee shall be calculated on student contact hours as follows:

<b>Minimum Fee</b>	:	\$45 (no concession)
<b>Concession</b>	:	25% discount for any amount above the minimum fee
<b>Fee per Hour</b>	:	\$0.25 per hour enrolled
<b>Maximum Fee</b>	:	\$135.00
<b>Maximum Concession:</b>	:	\$101.25

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 26 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

**PART B – SCHEDULE 3**

**MINIMUM FEE COURSES – ADDITIONAL TO PROGRAMS PRESCRIBED BY  
MINISTERIAL ORDER**

The following is a list of minimum tuition fee courses approved by the Chief Executive Officer and published by the Academic Registrar for 2009:

21238VIC	Certificate III in Science
21239VIC	Certificate IV in Science
21770VIC	Course in Initial General Education for Adults
21771VIC	Certificate I in General education for Adults (Introductory)
21772VIC	Certificate I in General Education for Adults
21773VIC	Certificate II in General Education for Adults
21774VIC	Certificate III in General Education for Adults
91421NSW	Certificate I in Spoken and Written English
91422NSW	Certificate II in Spoken and Written English
91423NSW	Certificate III in Spoken and Written English
91418NSW	Course in Preliminary Spoken and Written English
21496VIC	Certificate I in ESL (Entry)
21497VIC	Certificate I in ESL (Access)
21498VIC	Certificate II in ESL (Access)
21499VIC	Certificate III in ESL (Access)
21500VIC	Certificate IV in ESL (Access)
21501VIC	Certificate III in ESL (Further Study)
21502VIC	Certificate IV in ESL (Further Study)
21503VIC	Certificate III in ESL (Employment)
21504VIC	Certificate IV in ESL (Employment)
21505VIC	Certificate IV in ESL (Professional)
21352VIC	Victorian Certificate of Applied Learning (Foundation)
21353VIC	Victorian Certificate of Applied Learning (Intermediate)
21354VIC	Victorian Certificate of Applied Learning (Senior)
21731VIC	Course in Concurrent Study
21625VIC	Certificate I Vocational Preparation
BSB10107	Certificate I in Business
SIT20307	Certificate II in Hospitality (Kitchen Operations)
CHC20202	Certificate II in Community Services Work
CHC30402	certificate III in Children's Services
CHC30102	Certificate III in Aged Care Work
WRH20106	Certificate II in Hairdressing
21672VIC	Certificate I in Work Education
SIT10307	Certificate I in Hospitality (Kitchen Operations)
21671VIC	Certificate I in Transition Education
3075AQA	Ignition Theatre Training
SIT10207	Certificate I in Hospitality.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 27 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

**PART C.****FEE MAINTENANCE****C.1 FEE MAINTENANCE FOR TRAINING COMMENCEMENTS PRIOR TO 1 JULY 2009**

- C.1.1 Students who commence prior to 1 July 2009 will pay tuition fees based on scheduled enrolled hours of \$1.37, with a yearly minimum and concession fee of \$55 and a yearly maximum of \$877. These enrolments will continue to be subject to any applicable concessions or exemptions provided for under the Ministerial Directions about Fees and Charges in force prior to 1 July 2009.
- C.1.2 Fee Maintenance will apply only to training activity that is continuous; that is, if a student continues in the same course leading to the same qualification, and undertakes the next available scheduled training.
- C.1.3 Taking individual circumstances into account, the CEO may authorise a period of absence from otherwise continuous training and allow the student to resume the course later at the Fee Maintenance rate.
- C.1.4 If otherwise continuous training involves a transfer from one Victorian provider to another, the Institute will charge fees at the Fee Maintenance rate.
- C.1.5 Fee Maintenance will not apply to fees other than tuition fees, Recognition of Prior Learning fees, or any other fees at the pre-July 2009 rates.
- C.1.6 The tuition fees for courses in the Foundation Skills category will be lower than the pre-July 2009 rate. For pre-July 2009 commencements in this category, the Institute will charge the Skills Reform hourly rate for any part of the course that is to be delivered after July 2009, up to the Fee Maintenance maximum of \$877.
- C.1.7 For training undertaken from 1 January 2010, any continuing student may elect to opt out of Fee Maintenance and pay instead the applicable Skills Reform fees for the remainder of the course. A student who has elected to pay the Skills Reform fees will not be able to elect to return to Fee Maintenance at a later time.

**C.2 FOR STUDENTS WITH CONCURRENT ENROLMENTS**

- C.2.1 If a student paying the Fee Maintenance rate commences an additional course on or after 1 July 2009, Skills Reform fees will be charged for the new enrolment. The tuition fees already paid in that calendar year will be taken into account in calculating progress towards the new fee maximum. If the new commencement is subject to a higher minimum than the existing enrolment for the calendar year, the difference in minimum will be charged. If it is subject to a higher maximum, fees may be charged up to the higher maximum.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 28 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

C.2.2 Fee Maintenance for an enrolment expires when one of the following takes place:

- (a) a student elects to pay at the Skills Reform rate; or
- (b) the course is completed; or
- (c) training activity becomes non-continuous, unless through an authorised absence; or
- (d) enrolment is terminated, for example by withdrawal; or
- (e) the overall expiry date for fee maintenance is reached.

C.2.3 The expiry date for all Fee Maintenance is 31 December 2012. All new enrolments and re-enrolments will be subject to the Skills Reform rates from 1 July 2013.

### C.3 STUDENT SERVICES AND AMENITIES FEE

C.3.1 Students will be charged a fee in addition to the tuition fee and this compulsory non-academic fee will be charged for the purposes of the provision of student services and amenities.

C.3.2 A Student Services & Amenities Fee will be payable by all students at enrolment. The amount will be determined in accordance with Part C – Schedule 1.

### C.4 ADDITIONAL CHARGES

Additional charges may be made as follows:

- (a) to recover the cost of providing goods or materials to be retained by a student as his or her personal property, on the understanding that a student must be permitted to use equivalent goods or materials obtained from sources other than the Institute; or
- (b) to recover the cost of an excursion or field trip which is not a requirement of the accredited course; or
- (c) to recover the cost (or part thereof) of assessment of recognition of prior learning for the purposes of the course, but only if the assessment is conducted at the request or with the consent of the student; or
- (d) to recover the cost of materials used in examinations.

**TITLE:** STUDENT ENROLMENT, FEES AND CHARGES

**DOC ID:** NMIT/IR/12

**APPROVED FOR USE:** Institute Board

**PAGE:** 29 OF 47

**EDITION:** NA

**DATE:** 29 June 2009

---

**PART C – SCHEDULE 1**

**STUDENT SERVICES & AMENITIES FEE**

The Student Services & Amenities Fee shall be calculated on student contact hours as follows:

<b>Minimum Fee</b>	:	\$45 (no concession)
<b>Concession</b>	:	25% discount for any amount above the minimum fee
<b>Fee per Hour</b>	:	\$0.25 per hour enrolled
<b>Maximum Fee</b>	:	\$135.00
<b>Maximum Concession:</b>	:	\$101.25

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 30 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

## **PART D.**

### **HIGHER EDUCATION STUDENTS**

Students who are enrolled in an Associate Degree or above program.

#### **D.1 TUITION FEE**

The Board will approve the tuition fees for Higher Education programs (Part D – Schedule 1) annually. The Chief Executive Officer has delegated authority to add to or revise the fees throughout the academic year. The Academic Registrar will immediately notify DEEWR whenever the Institute varies a student contribution or tuition fee from any already published Schedule and provide a replacement Schedule and additions to or deletions from the Higher Education Course listing.

#### **D.2 ADMINISTRATION**

It will be the responsibility of the Chief Finance Officer to ensure that all prescribed fees and charges are collected.

It will be the responsibility of Associate Directors of teaching faculties to ensure that students have paid all prescribed fees and charges prior to admission to classes.

It will be the responsibility of the Academic Registrar to administer the Fees and Charges Policy, co-ordinate the collection of fees across all locations, and to authorise any refund of tuition fees, Student Services & Amenities Fees, and additional charges.

#### **D.3 REFUND OF TUITION FEE**

D.3.1 If a student withdraws, by written notice, from Higher Education programs prior to the Census Date, the Institute will refund the tuition fee.

D.3.2 For the purposes of clause D.6.1, if a student withdraws from only part of an enrolment, then the Institute will refund only the portion of the tuition fee applicable to that part of the Higher Education program.

D.3.3 If a course is cancelled by the Institute at any time during the period of a person's enrolment, then the Institute will refund the full tuition fee.

D.3.4 If a student has paid a fee for tuition which is no longer required because of Recognition of Prior Learning, the Institute will refund the amount paid.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 31 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

#### D.4 ACADEMIC REGISTRY CHARGES

The Chief Executive Officer may determine annually, or at the time of providing the service, charges for provision and issuing of:

- (a) a replacement Student Identification Card;
- (b) an additional Statement of Student Results;
- (c) a replacement graduation certificate; or
- (d) a duplicate receipt.

#### D.5 ENROLMENTS

D.5.1 Enrolment at the Institute is valid for the calendar year of enrolment.

D.5.2 Enrolment at the Institute is conditional upon:

- (a) the information that is supplied by the prospective student to the Institute upon which an offer of a place in a course is based, being accurate;
- (b) the approval of the relevant Head of Program (or nominee) of the subjects concerned;
- (c) the completion by the prospective student of the Institute enrolment form;
- (d)
  - (i) the undertaking of the prospective student to abide by the regulations, rules, procedures and standards of conduct of the Institute; and
  - (ii) the granting of authority to the Academic Registrar to provide employers and others, who have permitted a prospective student to enrol at the Institute, such details of the person's academic progress as may be required by them; and
  - (iii) the granting of authority to the Academic Registrar to seek from other education institutions at which the prospective student has been enrolled details of their academic record and progress; and
  - (iv) the acknowledgment by the prospective student that they may be contacted with regards to a Student Outcomes survey;
- (e) the lodging of all documents required by the Academic Registrar at the Information Office or the Student Records Office, as appropriate to the procedure being followed;
- (f) the payment of the prescribed fees and charges, or the submission of an application for FEE-HELP assistance in relation to those fees; and
- (g) the student making satisfactory progress toward the completion of an approved course of study during the previous semester in which the student was enrolled at the Institute.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 32 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

D.5.3 Upon completion of the Institute enrolment requirements in an accredited course a person shall be and, subject to this Institute Rule, shall remain an enrolled student.

D.5.4 NMIT has open, fair and transparent procedures that, in the Institute's reasonable view, are based on merit for making decisions.

## D.6 WITHDRAWAL OF STUDENT ENROLMENT

D.6.1 A student may have his/her enrolment in a program withdrawn by the Academic Registrar when:-

- (a) the penalty of expulsion or suspension has been imposed under the "Student Discipline Rule" and when any appeals arising out of the imposition of that penalty have been disposed of; or
- (b) the student has notified the Academic Registrar in writing that he/she no longer wishes to continue with the program for which he/she is enrolled.

D.6.2 A student who is deemed not to be making satisfactory progress as defined in NMIT Quality Assurance Policies: Higher Education Policy for Selection, Admission, Enrolment and Academic Progress (P/HE/P/3/020) and Academic Progress (P/HE/D/4/060) may have his/her enrolment terminated.

D.6.3 A student whose enrolment in all subjects is withdrawn shall forthwith cease to be an enrolled student of the Institute and shall no longer have the right as an enrolled student:-

- (a) to enter and to remain in any of the precincts of the Institute; or
- (b) to participate in any classes, examinations or tests conducted by the Institute; or
- (c) to participate in any other activities of or under the control of the Institute.

D.6.4 A student shall cease to be an enrolled student on completion of the accredited course/s in which he/she was enrolled.

## D.7 APPEALS AGAINST WITHDRAWAL OF STUDENT ENROLMENT

D.7.1 Where enrolment has been withdrawn subject to clause D.6.2 a student may lodge an appeal as per the NMIT Quality Assurance Policy: Student Grievance Policy and Procedure (B/SV/D/7/007).

**TITLE:** STUDENT ENROLMENT, FEES AND CHARGES

**DOC ID:** NMIT/IR/12

**PAGE:** 33 OF 47

**EDITION:** NA

**APPROVED FOR USE:** Institute Board

**DATE:** 29 June 2009

---

#### **D.8 AMENDMENTS TO COURSE OR SUBJECT**

A student may change his/her course/subject details by completing an "Amendment to Enrolment Form", obtaining authorisation from the Head of Program or Associate Director as appropriate, and lodging the form with the Academic Registry and, where additional subjects are involved, paying any additional fees required.

#### **D.9 AMENDMENTS TO PERSONAL DETAILS**

A student who changes his/her name, address or telephone contact should, within seven (7) days of the change, complete an "Amendment to Personal Details" form which is available from the Academic Registry.

Students recording a change of name will be required to produce legal documentary evidence (eg. marriage certificate, statutory declaration, deed poll certificate) in addition to completing the relevant form.

#### **D.10 TRANSITION PROVISION**

All charges, fees and levies owing to the Institute by any student or former student pursuant to an Institute Regulation/Rule as at the date of adoption of this Resolution by the Board shall remain due and owing.

#### **D.11 CHIEF EXECUTIVE OFFICER'S DISCRETION**

The Chief Executive Officer may grant an exemption or concession or approve deferment of payment of the enrolment fees for individual cases where special hardship can be demonstrated.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 34 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

**PART D – SCHEDULE 1****HIGHER EDUCATION FEES**

**Note: Tuition Fee for Higher Education includes the Materials and Student Services and Amenities Fees**

SUBJECT CODE	SUBJECT NAME	TUITION FEE
ADA101	INTRODUCTION TO BUSINESS LAW	\$1,500
ADA102	ACCOUNTING I	\$1,500
ADA103	INFORMATION MANAGEMENT	\$1,500
ADA104	QUANTITATIVE METHODS FOR BUSINESS	\$1,500
ADA105	ACCOUNTING II	\$1,500
ADA106	ACCOUNTING INFORMATION SYSTEMS	\$1,500
ADA107	MICROECONOMICS	\$1,500
ADA108	MANAGEMENT PRINCIPLES	\$1,500
ADA200	PROFESSIONAL PRACTICE	\$480
ADA201	MACROECONOMICS	\$1,440
ADA202	RISK MANAGEMENT AND CORPORATE GOVERNANCE	\$1,440
ADA203	MANAGEMENT ACCOUNTING	\$1,440
ADA204	COMPANY LAW	\$1,440
ADA205	CORPORATE ACCOUNTING	\$1,440
ADA206	FINANCIAL MANAGEMENT	\$1,440
ADA207	TAXATION LAW AND COMPLIANCE	\$1,440
ADA208	COMTEMPORARY ISSUES IN ACCOUNTING	\$1,440
ADIB101	INTRODUCTION TO BUSINESS LAW	\$1,500
ADIB102	MANAGEMENT PRINCIPLES	\$1,500
ADIB103	INFORMATION MANAGEMENT	\$1,500
ADIB104	STATISTICS AND FORECASTING METHODOLOGIES	\$1,500
ADIB105	MARKETING PRINCIPLES	\$1,500
ADIB106	BUSINESS ENVIRONMENT - ASIA	\$1,500
ADIB107	MICROECONOMICS	\$1,500
ADIB108	ACCOUNTING FOR MANAGERS	\$1,500
ADIB200	PROFESSIONAL PRACTICE	\$480
ADIB201	MACROECONOMICS	\$1,440
ADIB202	INTERNATIONAL BUSINESS	\$1,440
ADIB203	INTERNATIONAL MARKETING AND MANAGEMENT	\$1,440
ADIB204	INTERNATIONAL BUSINESS LAW	\$1,440
ADIB205	BUSINESS ENVIRONMENT - EUROPEAN UNION	\$1,440
ADIB206	FINANCIAL MANAGEMENT	\$1,440
ADIB207	SUPPLY CHAIN MANAGEMENT AND E-BUSINESS	\$1,440
ADIB208	INTERNATIONAL TRADE AGREEMENTS, LEGISLATION AND COMPLIANCE	\$1,440
ADIB209	CONTEMPORARY ISSUES IN INTERNATIONAL BUSINESS AND TRADE	\$1,440
ADIBM101	INTRODUCTION TO BUSINESS LAW	\$1,500
ADIBM102	MANAGEMENT PRINCIPLES	\$1,500
ADIBM103	INFORMATION MANAGEMENT	\$1,500
ADIBM104	STATISTICS AND FORECASTING METHODOLOGIES	\$1,500

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 35 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

SUBJECT CODE	SUBJECT NAME	TUITION FEE
ADIBM105	MARKETING PRINCIPLES	\$1,500
ADIBM106	BUSINESS ENVIRONMENT - ASIA	\$1,500
ADIBM107	MICROECONOMICS	\$1,500
ADIBM108	ACCOUNTING FOR MANAGERS	\$1,500
ADIBM200	PROFESSIONAL PRACTICE	\$480
ADIBM201	MACROECONOMICS	\$1,440
ADIBM202	RISK MANAGEMENT AND CORPORATE GOVERNANCE	\$1,440
ADIBM203	INTERNATIONAL MARKETING AND MANAGEMENT	\$1,440
ADIBM204	ORGANISATIONAL BEHAVIOUR	\$1,440
ADIBM205	BUSINESS ENVIRONMENT - EUROPEAN UNION	\$1,440
ADIBM206	FINANCIAL MANAGEMENT	\$1,440
ADIBM207	CHANGE MANAGEMENT	\$1,440
ADIBM208	INTERNATIONAL HUMAN RESOURCE MANAGEMENT	\$1,440
ADIBM209	CONTEMPORARY ISSUES IN INTERNATIONAL BUSINESS MANAGEMENT	\$1,440
APM101	COMTEMPORARY MUSIC THEORY 1	\$1,500
APM102	INTRODUCTION TO MUSIC COMPUTER TECHNOLOGY	\$1,500
APM103	COMTEMPORARY POPULAR MUSIC 1	\$1,500
APM104	MUSIC AND CULTURE	\$1,500
APM105	CONTEMPORY MUSIC THEORY 2	\$1,500
APM106	LIVE SOUND AND STUDIO RECORDING	\$1,500
APM107	COMTEMPORARY POPULAR MUSIC 2	\$1,500
APM108	AUSTRALIAN MUSIC AND CULTURE	\$1,500
APM201	ARRANGING PRINCIPLES 1	\$1,500
APM202	TECHNOLOGY IN MUSIC PERFORMANCE	\$1,200
APM203	WORLD MUSIC 1	\$1,500
APM204	CREATIVITY AND MUSIC PERFORMANCE	\$1,500
APM205	ARRANGING PRINCIPLES 2 AND MUSICAL ANALYSIS	\$1,200
APM206	SOUND CREATION	\$1,500
APM207	ORIGINAL MUSIC	\$1,200
APM208	BUSINESS MANAGEMENT FOR MUSICIANS	\$1,200
APM209	PROFESSIONAL MUSIC PRACTICE	\$1,200
APM301	MUSIC FOR THE MOVING IMAGE (COMPOSITION AND ANALYSIS)	\$1,500
APM302	MUSIC FOR THE MOVING IMAGE (COMPOSITION AND PRODUCTION)	\$1,500
APM303	WORLD MUSIC 2	\$1,500
APM304	MUSIC LEADERSHIP 1 - INSTRUMENTAL TEACHING AND ENSEMBLE DIRECTION	\$1,500
APM305	ARRANGING FOR A LARGE ENSEMBLE	\$1,500
APM306	ONLINE MUSIC DISTRIBUTION	\$1,500
APM307	CREATIVE MUSIC PROJECT	\$1,500
APM308	MUSIC LEADERSHIP 2 - COMMUNITY MUSIC	\$1,500
BAA101	INTRODUCTION TO AQUACULTURE	\$1,500
BAA102	BIOLOGY OF AQUATIC ANIMALS I	\$1,500
BAA103	AQUACULTURE MATHEMATICS AND STATISTICS	\$1,500
BAA104	PRACTICAL COMPUTING	\$1,500
BAA108	AQUACULTURE ENGINEERING I	\$1,500
BAA109	AQUATIC CHEMISTRY AND BIOCHEMISTRY	\$1,500
BAA110	BIOLOGY OF AQUATIC ANIMALS II	\$1,500

**INSTITUTE RULE**



**TITLE: STUDENT ENROLMENT, FEES AND CHARGES**

**DOC ID: NMIT/IR/12**

**PAGE: 36 OF 47**

**EDITION: NA**

**APPROVED FOR USE: Institute Board**

**DATE: 29 June 2009**

SUBJECT CODE	SUBJECT NAME	TUITION FEE
BAA113	APPLIED ALGOLOGY AND ZOOPLANKTON	\$1,500
BAA201	AQUALCULTURE ENGINEERING II	\$1,500
BAA202	AQUATIC ANIMAL NUTRITION	\$1,500
BAA206	AQUACULTURE ENGINEERING III	\$1,500
BAA211	BUSINESS MANAGEMENT AND MARKETING I	\$1,500
BAA212	REPRODUCTION AND GENETICS OF AQUATIC ANIMALS	\$1,500
BAA213	APPLIED MOLLUSC AND CRUSTACEAN AQUACULTURE	\$1,500
BAA214	BUSINESS MANAGEMENT AND MARKETING II	\$1,500
BAA215	AQUATIC ECOLOGY AND AQUATIC SCIENCE	\$1,500
BAA302	SEAFOOD PROCESSING AND FOOD SAFETY MANAGEMENT	\$1,500
BAA304	APPLIED MARINE FISH AND SALMONID AQUACULTURE	\$1,500
BAA309	APPLIED FRESHWATER FINFISH AQUACULTURE	\$1,500
BAA310	AQUATIC ANIMAL HEALTH AND DISEASE	\$1,500
BAA311	MICROBIOLOGY AND HISTOLOGY OF AQUATIC ANIMALS	\$1,500
BAA312	AQUATIC ENVIRONMENTAL MANAGEMENT	\$1,500
BAA313	AQUACULTURE PROJECT AND RESEARCH METHODS	\$1,500
BAA314	INDUSTRY PLACEMENT	\$1,500
BES101	INTRODUCTION TO HORSE AND STUD MANAGEMENT I	\$1,500
BES102	CHEMICAL CONCEPTS	\$1,500
BES103	BIOLOGY	\$1,500
BES104	EQUINE BEHAVIOUR	\$1,500
BES105	EQUINE ANATOMY AND CONFORMATION	\$1,500
BES106	EQUINE PHYSIOLOGY	\$1,500
BES107	MICROBIOLOGY	\$1,500
BES108	INTRODUCTION TO HORSE AND STUD MANAGEMENT II	\$1,500
BES201	LOCOMOTION AND FOOT CARE	\$1,440
BES202	EQUINE HEALTH	\$1,440
BES203	EQUINE NUTRITION	\$1,440
BES204	STATISTICS AND EXPERIMENTAL DESIGN	\$1,440
BES205	EQUINE BUSINESS MANAGEMENT I	\$1,440
BES206	FEEDS AND FEEDING	\$1,440
BES207	GENETICS AND HORSE BREEDING	\$1,440
BES208	EQUINE REPRODUCTION	\$1,440
BES301	THE DEVELOPING HORSE	\$1,500
BES302	HERD HEALTH	\$1,500
BES303	EQUINE EXERCISE PHYSIOLOGY	\$1,500
BES304	PASTURE MANAGEMENT	\$1,500
BES305	EQUINE BUSINESS MANAGEMENT II	\$1,500
BES306	EQUINE REPRODUCTIVE MANAGEMENT	\$1,500
BES307	MANAGING THE EQUINE ATHLETE	\$1,500
BES308	EQUINE ENTERPRISE MANAGEMENT	\$1,500
BESIE209	INDUSTRY EXPERIENCE	\$480
BVW101	VITICULTURE, WINES AND SOCIETY	\$1,500
BVW102	INTRODUCTORY CHEMISTRY	\$1,500
BVW103	SOIL SCIENCE AND PLANT NUTRITION	\$1,500
BVW104	PLANT BIOLOGY	\$1,500

**INSTITUTE RULE**



**TITLE: STUDENT ENROLMENT, FEES AND CHARGES**

**DOC ID: NMIT/IR/12**

**PAGE: 37 OF 47**

**EDITION: NA**

**APPROVED FOR USE: Institute Board**

**DATE: 29 June 2009**

SUBJECT CODE	SUBJECT NAME	TUITION FEE
BVW106	INTRODUCTION TO ENTOMOLOGY AND MICROBIOLOGY	\$1,500
BVW107	SOIL AND WATER MANAGEMENT	\$1,500
BVW108	PLANT PHYSIOLOGY	\$1,500
BVW109	VINEYARD MANAGEMENT I	\$1,500
BVW202	WINE PRODUCTION I	\$1,500
BVW203	WINE CHEMISTRY I	\$1,500
BVW207	INTERNATIONAL WINE STYLES	\$1,500
BVW208	EXPERIMENTAL DESIGN AND RESEARCH METHODS	\$1,500
BVW209	WINE EVALUATION I	\$1,500
BVW210	THE BUSINESS OF GRAPE & WINE PRODUCTION I	\$1,500
BVW211	VINE PHYSIOLOGY & GRAPE PRODUCTION	\$1,500
BVW212	THE BUSINESS OF GRAPE & WINE PRODUCTION II	\$1,500
BVW301	CONTEMPORARY ISSUES IN WINEMAKING	\$1,500
BVW302	WINE PRODUCTION II	\$1,500
BVW303	THE AUSTRALIAN WINE INDUSTRY AND ITS WINES	\$1,500
BVW304	WINE EVALUATION II	\$1,500
BVW305	WINERY ENGINEERING	\$1,500
BVW306	WINE CHEMISTRY II	\$1,500
BVW307	WINE PRACTICUM	\$1,500
BVW308	WINE MICROBIOLOGY AND BIOTECHNOLOGY	\$1,500
BVW310	VINEYARD MANAGEMENT II	\$1,500
BVW311	VINE PESTS AND DISEASES	\$1,500
BVW312	VITICULTURE PRACTICUM	\$1,500
BVW313	CONTEMPORARY ISSUES IN VITICULTURE	\$1,500
BVW314	VITICULTURE ENGINEERING	\$1,500
BVW315	VINEYARD ESTABLISHMENT AND MAINTENANCE	\$1,500
HM101	INTRODUCTION TO THE HOSPITALITY INDUSTRY	\$1,500
HM102	HOSPITALITY MANAGEMENT SYSTEMS	\$1,500
HM103	BUSINESS LAW	\$1,500
HM104	MANAGEMENT PRINCIPLES	\$1,500
HM105	ACCOMMODATION MANAGEMENT 1	\$1,500
HM106	HOSPITALITY MANAGMENT INFORMATION SYSTEMS	\$1,500
HM107	ACCOUNTING FOR DECISION MAKERS	\$1,500
HM108	FOOD AND BEVERAGE MANAGEMENT 1	\$1,500
HM200	INDUSTRY PRACTICUM 1	\$480
HM201	EVENT MANAGEMENT 1	\$1,440
HM202	FOOD AND BEVERAGE MANAGEMENT 2	\$1,440
HM203	RESEARCH AND ANALYSIS IN THE HOSPITALITY INDUSTRY	\$1,440
HM204	MARKETING PRINCIPLES	\$1,440
HM205	EVENT MANAGEMENT 2	\$1,440
HM206	ECONOMICS	\$1,440
HM207	HUMAN RESOURCE MANAGEMENT	\$1,440
HM208	ACCOMMODATION MANAGEMENT 2	\$1,440
VAIL101	DRAWING STUDIO 1 -FOUNDATION PRACTICE	\$1,500
VAIL102	DIGITAL STUDIO 1 -FOUNDATION PRACTICE	\$1,500
VAIL103	DESIGN 1 - FOUNDATION PRACTICE	\$1,500

**INSTITUTE RULE**



**TITLE: STUDENT ENROLMENT, FEES AND CHARGES**

**DOC ID: NMIT/IR/12**

**PAGE: 38 OF 47**

**EDITION: NA**

**APPROVED FOR USE: Institute Board**

**DATE: 29 June 2009**

SUBJECT CODE	SUBJECT NAME	TUITION FEE
VAIL104	MEDIA CULTURES & CONTEXT 1 - ILLUSTRATION IN CONTEMPORARY VISUAL CULTURE	\$1,500
VAIL105	DRAWING STUDIO 2 - MEDIA & APPLICATION	\$1,500
VAIL106	DIGITAL STUDIO 2 - IMAGING	\$1,500
VAIL107	DESIGN 2 - DESIGN VOCABULARY	\$1,500
VAIL108	MEDIA CULTURES & CONTEXT 2 - 20TH CENTURY ILLUSTRATION	\$1,500
VAIL201	DRAWING STUDIO 3 - OBSERVATION & INVENTION	\$1,500
VAIL202	DIGITAL STUDIO 3 - ILLUSTRATION	\$1,500
VAIL203	DESIGN 3 - COMMUNICATION SOLUTIONS	\$1,500
VAIL204	MEDIA CULTURES & CONTEXT 3 - PRE 20TH CENTURY ILLUSTRATION	\$1,500
VAIL205	DRAWING STUDIO 4 - INNOVATIVE PRACTICE	\$1,500
VAIL206	DIGITAL STUDIO 4 - DYNAMIC MEDIA	\$1,500
VAIL207	CREATIVE STUDIO 1 - PERSONAL FOLIO	\$1,500
VAIL208	INDUSTRY STUDIO 1 - RESEARCHING FUNDING AND EXHIBITING	\$1,500
WP101	HOW TEXTS ARE WRITTEN	\$1,500
WP102	HOW TEXTS ARE READ	\$1,500
WP103	INTRODUCTION TO PUBLISHING	\$1,500
WP104	CONTEMPORARY GRAMMAR	\$1,500
WP105	INTRODUCTION TO FICTION WRITING	\$1,500
WP106	INTRODUCTION TO NON-FICTION WRITING	\$1,500
WP107	CONTEMPORARY PUBLISHING	\$1,500
WP108	EDITING	\$1,500
WP201	WRITING FICTION	\$1,500
WP202	WRITING NON-FICTION	\$1,500
WP203	DESIGN AND PRODUCTION	\$1,500
WP204	PROJECT MANAGEMENT	\$1,500
WP205	RHETORIC, WRITING AND CREATIVITY	\$1,500
WP206	WRITING PROJECT	\$1,500
WP207	PUBLISHING PROJECT	\$1,500
WP208	INDUSTRY PLACEMENT A	\$1,500

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 39 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

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**PART E.****OVERSEAS STUDENTS**

These rules should be read in conjunction with the Education Services for Overseas Students (ESOS) Act 2000, and in particular Standard 11.2 of the ESOS National Code 2007.

Overseas students are students who are not an Australian citizen or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of the unit or the holder of a permanent visa who is undertaking bridging study for overseas-trained professional and will be resident in Australia for the duration of the unit.

**Note:** New Zealand citizens are not eligible to pay local fees unless they are a holder of a Special Category Visa.

**E.1 TUITION FEE**

The Board will approve the tuition fees for International Programs (Part E – Schedule 1) annually. The Chief Executive Officer has delegated authority to add to or revise the fees throughout the academic year.

**E.2 ADMINISTRATION**

It will be the responsibility of the Chief Finance Officer to ensure that all prescribed fees and charges are collected.

It will be the responsibility of Associate Directors of teaching faculties to ensure that students have paid all prescribed fees and charges prior to admission to classes.

It will be the responsibility of the Academic Registrar to administer the Fees and Charges Policy, co-ordinate the collection of fees across all locations, and to authorise any refund of fees and charges subject to Part E – Schedule 2.

**E.3 REFUND OF ENROLMENT FEES AND CHARGES**

The rules for refund of enrolment fees and charges for overseas students are set out in Part E - Schedule 2.

**E.4 ACADEMIC REGISTRY CHARGES**

The Chief Executive Officer may determine annually, or at the time of providing the service, charges for provision and issuing of:

- (a) a replacement Student Identification Card;
- (b) an additional Statement of Student Results;
- (c) a replacement graduation certificate; or
- (d) a duplicate receipt.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 40 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

---

## E.5 ENROLMENTS

E.5.1 Enrolment at the Institute is valid for the calendar year of enrolment.

E.5.2 Enrolment at the Institute is conditional upon:

- (a) the information that is supplied by the prospective student to the Institute upon which an offer of a place in a course is based, being accurate;
- (b) the approval of the relevant Head of Department (or nominee) of the subjects concerned;
- (c) the completion by the prospective student of the Institute enrolment form;
- (d)
  - (i) the undertaking of the prospective student to abide by the regulations, rules, procedures and standards of conduct of the Institute; and
  - (ii) the granting of authority to the Academic Registrar to provide employers and others, who have permitted a prospective student to enrol at the Institute, such details of the person's academic progress as may be required by them; and
  - (iii) the granting of authority to the Academic Registrar to seek from other education institutions at which the prospective student has been enrolled details of their academic record and progress; and
  - (iv) the acknowledgment by the prospective student that they may be contacted with regards to a Student Outcomes survey;
- (e) the lodging of all documents required by the Academic Registrar at the Information Office, International Office or the Student Records Office, as appropriate to the procedure being followed.
- (f) The prospective student making satisfactory progress towards the completion of an approved program during the previous semester or year of study enrolled at the Institute, consistent with the relevant NMIT Quality Assurance Policies and Procedures held within the NMIT International Office Quality Manual. The relevant policies are: Student Attendance (P/IO/P/4/110) which applies to overseas students studying in an ELICOS program and Course Progress Policy and Procedures (P/IO/D/4/120) which applies to overseas students undertaking vocational and higher education courses.

E.5.3 Upon completion of the Institute enrolment requirements in an accredited course a person shall be and, subject to this Institute Rule, shall remain an enrolled student.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 41 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

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## E.6 WITHDRAWAL OF STUDENT ENROLMENT

E.6.1 A student may have his/her enrolment in a program withdrawn by the Academic Registrar when:-

(a) the penalty of expulsion or suspension has been imposed under the "Student Discipline Rule" and when any appeals arising out of the imposition of that penalty have been disposed of; or

(b) the student has failed to make satisfactory progress according to the provisions in E.5.2(f).

E.6.2 A student whose enrolment in all subjects is withdrawn shall forthwith cease to be an enrolled student of the Institute and shall no longer have the right as an enrolled student:-

(a) to enter and to remain in any of the precincts of the Institute: or

(b) to participate in any classes, examinations or tests conducted by the Institute; or

(c) to participate in any other activities of or under the control of the Institute.

E.6.3 A student shall cease to be an enrolled student on completion of the accredited course/s in which he/she was enrolled.

## E.7 APPEALS AGAINST WITHDRAWAL OF STUDENT ENROLMENT

E.7.1 Where a student is undertaking a vocational or higher education course and is identified as not making satisfactory progress as outlined in E 6.1 (b)) the right to appeal is described in the Course Progress Policy and Procedures (P/IO/D/4/120) sections 2.8 to 2.12.

E.7.2 Overseas students studying in an ELICOS program are required to attend in accordance with Department of Immigration and Citizenship (DIAC) regulations. Appeals in relation to visa regulations are managed by DIAC.

## E.8 AMENDMENTS TO COURSE OR SUBJECT

A student may change his/her course/subject details by completing an "Amendment to Enrolment Form", obtaining authorisation from the International Office, and lodging the form with the Academic Registry and, where additional hours are involved, paying any additional fees required.

**TITLE:** STUDENT ENROLMENT, FEES AND CHARGES

**DOC ID:** NMIT/IR/12

**PAGE:** 42 OF 47

**EDITION:** NA

**APPROVED FOR USE:** Institute Board

**DATE:** 29 June 2009

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## **E.9 AMENDMENTS TO PERSONAL DETAILS**

A student who changes his/her name, address or telephone contact should, within seven (7) days of the change, complete an "Amendment to Personal Details" form which is available from the Academic Registry.

Students recording a change of name will be required to produce legal documentary evidence (eg. marriage certificate, statutory declaration, deed poll certificate) in addition to completing the relevant form.

## **E.10 TRANSITION PROVISION**

All charges, fees and levies owing to the Institute by any student or former student pursuant to an Institute Regulation/Rule as at the date of adoption of this Resolution by the Board shall remain due and owing.

## **E.11 CHIEF EXECUTIVE OFFICER'S DISCRETION**

The Chief Executive Officer may grant an exemption or concession or approve deferment of payment of the enrolment fees for individual cases where special hardship can be demonstrated.

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 43 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

## PART E – SCHEDULE 1

## FEES FOR INTERNATIONAL PROGRAMS

National Code:	CRICOS Code:	Course	Duration Years	Fee AU\$ per annum (unless otherwise stated)
	010064A	English Language – ELICOS	5-40 weeks	\$300 p/week
HEESAAQUAC	051679G	Bachelor of Applied Aquaculture	3	\$12,000
HEASSAPM	057091K	Bachelor of Australian Popular Music	3	\$12,000
HEESEQST	054078J	Bachelor of Equine	3	\$12,000
HETHTHM	061399M	Bachelor of Hospitality Management	3	\$12,000
HEVAILL	061836F	Bachelor of Illustration	3	\$12,000
HEESVCWM	052244E	Bachelor of Viticulture and Winemaking	3	\$12,000
HEFEWAP	062540C	Bachelor of Writing and Publishing	3	\$12,000
HEBSACC	055804J	Associate Degree in Accounting	2	\$12,000
HEBSINTB	057567A	Associate Degree in International Business	2	\$12,000
HEBSINTBM	057568M	Associate Degree in International Business Management	2	\$12,000
RTE50103	055694K	Diploma of Agriculture	2	\$9,800
21874VIC	066708G	Diploma of Graphic Design	2	\$9,800
21885VIC	066705K	Diploma of Visual Art (Painting)	2	\$9,800
21871VIC	066704M	Diploma of Illustration	2	\$9,800
21885VIC	066706J	Diploma of Visual Art (Photomedia)	2	\$9,800
CUV50407	066703A	Diploma of Photoimaging	2	\$10,700
CUV40304	066707G	Certificate IV in Design	1	\$9,800
BCG50206	066975K	Diploma of Building & Construction (Building)	2	\$9,800
BCG40106	066976J	Certificate IV in Building & Construction (Building)	1	\$9,800
14299VIC	026569M	Diploma of Arts (Interior Decoration and Design)	2	\$9,800
LMF40202	063379K	Certificate IV in Furnishing Technology	2	\$11,800
LMF30402	062065C	Certificate III in Furniture Making – Cabinet Making	1	\$12,000
BCG40106	066970D	Certificate IV in Building Construction (Building)	2	\$12,000
BCG30103	066969G	Certificate III in Bricklaying/Block laying	1	\$12,000
BCG40106	066970D	Certificate IV in Building Construction (Building)	2	\$12,000
BCG31203	066834A	Certificate III in Wall and Ceiling Lining	1	\$12,000
FNS60204	057886G	Advanced Diploma of Accounting	2	\$9,800
FNS50204	066974M	Diploma of Accounting	1.5	\$9,800
FNS40604	066973A	Certificate IV Financial Services (Accounting)	1	\$9,800
FNS30304	066972B	Certificate III Financial Services (Accounts Clerical)	.5	\$9,800
BSB60507	066716G	Advanced Diploma of Marketing	2	\$9,800
BSB51207	066714J	Diploma of Marketing	1.5	\$9,800
BSB41307	066712M	Certificate IV Marketing	1	\$9,800
BSB30107	066710B	Certificate III Business	.5	\$9,800
21623VIC	057889E	Advanced Diploma of Business (International Business)	2	\$9,800
BSB50807	066715G	Diploma International Business	1.5	\$9,800
BSB41107	066713K	Certificate IV International Trade	1	\$9,800
BSB30607	066711A	Certificate III International Trade	.5	\$9,800
BSB50407	066162C	Diploma of Business Administration	1	\$9,800
BSB40507	066127F	Certificate IV Business Administration	.5	\$9,800
21618VIC	066977G	Advanced Diploma of Business (Legal Practice)	2	\$9,800
CHC30102	055695J	Certificate III Aged Care Work	.5	\$7,000
CHC50302	051525D	Diploma of Children's Services	2	\$9,800

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

PAGE: 44 OF 47

EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 29 June 2009

National Code:	CRICOS Code:	Course	Duration Years	Fee AU\$ per annum (unless otherwise stated)
CHC50702	051526C	Diploma of Community Welfare Work	2	\$9,800
ICA60205	059343A	Advanced Diploma of Information Technology (Network Security)	2	\$9,800
ICA40405	058908K	Certificate IV Information Technology (Networking)	1	
ICA40505	058907M	Certificate IV Information Technology (Programming)		
ICA60105	057881B	Advanced Diploma of Information Technology (Process Improvement)	2	\$9,800
ICA40405	058908K	Certificate IV Information Technology (Networking)	1	
ICA40505	058907M	Certificate IV Information Technology (Programming)		
ICA20105	060004K	Certificate II in Information Technology	.5	\$4,900
CUF50207	067624C	Diploma of Interactive Digital Media	2	\$9,800
CUF40207	067625B	Certificate IV in Interactive Digital Media	1	
CUF30107	067626A	Certificate III Media	0.5	
UEE60407	064637M	Advanced Diploma of Computer Systems Engineering	2	\$9,800
UEE61307	066224E	Advanced Diploma of Electrical Technology	2	\$10,000
UEE30107	064631F	Certificate III Business Equipment	1	
UTE60399	059341C	Advanced Diploma of Electronics Engineering	2	
UEE30107	064631F	Certificate III Business Equipment	1	\$10,000
UEE50507	064636A	Diploma of Electronics and Communications Engineering	2	\$10,000
UEE30107	064631F	Certificate III Business Equipment	1	
21622VIC	057892K	Advanced Diploma of Engineering Technology (Civil)	2	\$9,800
21622VIC	057890A	Advanced Diploma of Engineering Technology (Mechanical)	2	\$9,800
21621VIC	062021D	Diploma Engineering Technology (Mechanical)	1	
21621VIC	062021D	Diploma of Engineering Technology (Mechanical)	2	
MEM30205	062020E	Certificate III in Engineering – Mechanical	1	\$9,800
21622VIC	057894G	Advanced Diploma of Engineering Technology (Jewellery)	2	
21621VIC	062064D	Diploma of Engineering Technology (Security Engineering)	2	
MEM30805	062063E	Certificate III Locksmithing	1	\$11,800
UEE32007	066968J	Certificate III in Renewable Energy (ELV)	1	\$9,800
WRH50106	058516D	Diploma of Hairdressing Salon Management	2	\$12,500
WRH40106	058517C	Certificate IV Hairdressing	1.5	
WRH30106	058518B	Certificate III Hairdressing	1	
RGR40102	057885J	Certificate IV Racing (Thoroughbred Owner Trainer)	1	\$10,700
RGR30102	051517D	Certificate III Racing (Thoroughbred Track rider)		
RGR30202	051516E	Certificate III Racing (Advanced Stablehand)		
RTF50103	051531F	Diploma of Horticulture	2	\$9,800
RTF30503	051529M	Certificate III in Horticulture (Retail Nursery)	1	\$9,800
WRF30104	054457J	Certificate III in Floristry	1	\$9,800
WRF20104	066709F	Certificate II Floristry	.5	
SIT50307	063957C	Diploma of Hospitality	2	\$10,900
SIT40307	063952G	Certificate IV Hospitality	1.5	
SIT30807	063902G	Certificate III in Hospitality (Commercial Cookery)	1	
SIT50307	063957C	Diploma of Hospitality	2	\$10,900
SIT40307	063952G	Certificate IV Hospitality	1.5	
SIT31107	064068F	Certificate III in Hospitality (Patisserie)	1	
SIT20307	060202D	Certificate II in Hospitality (Kitchen Operations)	.5	\$4,900
SIT60207	066225D	Advanced Diploma Events	2	\$9,800
SIT50207	063956D	Diploma Events	1.5	
SIT30607	063901G	Certificate III Events	1	
SIT50207	063956D	Diploma of Events	2	\$9,800
SIT50307	063957C	Diploma of Hospitality		
SIT30607	063901G	Certificate III Events	1	
SIT30707	063900J	Certificate III Hospitality		
21920VIC	067718G	Advanced Diploma of Remedial Massage (Myotherapy)	2.5	\$10,200

INSTITUTE RULE



**TITLE:** STUDENT ENROLMENT, FEES AND CHARGES

**DOC ID:** NMIT/IR/12

**PAGE:** 45 OF 47

**EDITION:** NA

**APPROVED FOR USE:** Institute Board

**DATE:** 29 June 2009

National Code:	CRICOS Code:	Course	Duration Years	Fee AU\$ per annum (unless otherwise stated)
HLT50307	066701C	Diploma Remedial Massage	1.5	
WRB50105	066702B	Diploma Beauty Therapy	1.5	\$9,800
WRB40105	067525F	Certificate IV Beauty Therapy	1	\$9,800
WRB30104	067526E	Certificate III Beauty Services	0.5	\$9,800
CUS60301	047865G	Advanced Diploma of Music Industry (Business)	2	\$9,800
CUS60101	047866F	Advanced Diploma of Music Performance (Jazz and Contemporary)	2	\$11,600
RUV30104	053439G	Certificate III in Animal Technology	1	\$9,800
RTD50102	047870K	Diploma of Conservation and Land Management	2	\$9,800
SIT60107	063958B	Advanced Diploma of Tourism	2	\$9,800
SIT50107	063955E	Diploma of Tourism	1.5	
SIT40207	063903F	Certificate IV Tourism		
CUF60101	047873G	Advanced Diploma of Screen	2	\$11,600
CUF40107	066978G	Certificate IV Screen & Media	1	
CUS60201	045555D	Advanced Diploma of Music Industry (Technical Production)	2	\$9,800
SRS50503	054458G	Diploma of Sport (Development)	2	\$9,800
21675VIC	060641C	Diploma of Professional Writing and Editing	2	\$9,800
21674VIC	060640D	Certificate IV Professional Writing & Editing	1	

## **PART E – SCHEDULE 2**

### **RULES FOR REFUND OF FEES AND CHARGES FOR OVERSEAS STUDENTS**

#### **1. Overview**

- (a) The \$200 administration fee is non-refundable and non-transferable in the case of a student withdrawing an application after being accepted.
- (b) If, after the full payment of fees, a student withdraws an application, the following will apply:
  - (i) If written notice is received by the Institute more than 28 days before the commencing of the course a cancellation fee of 15% will be deducted from the fees received.
  - (ii) If written notice is received by the Institute up to 28 days but more than 14 days prior to the course commencing a cancellation fee of 20% will be deducted from fees received.
  - (iii) If a student withdraws within 14 days of the course commencing, no refund will be made.
  - (iv) Where a student has been denied a visa to study in Australia a full refund less the administration fee will be made on receipt of the Confirmation of Enrolment Form and proof that a visa has been denied.
  - (v) All refunds are made in Australian dollars or the foreign currency equivalent at the time and will be made on receipt of the Confirmation of Enrolment Form and proof that a visa has been denied.
  - (vi) All refunds are made in Australian dollars or the foreign currency equivalent at the time and will be net of any handling fee charged by local representatives used by the student.
  - (vii) In the case of a student returning home any refund will only be made after the student ID card is returned and Immigration notified.

#### **2. Transfer to Another Educational Institution**

- (a) Under Student Visa Regulations (Condition 8206) it is not possible to transfer to another education institution for the duration of any preliminary course and/or six (6) months of the principal course, without permission from Northern Melbourne Institute of TAFE.
- (b) Requests for transfer must be made to the International Office and be accompanied by a letter of acceptance from the receiving institution.
- (c) Should the Manager International Office approve a transfer, any monies transferred will be in accordance with the Institute's Refund Policy and the Education Services for Overseas Students Compliant Policy.

**TITLE:** STUDENT ENROLMENT, FEES AND CHARGES

**DOC ID:** NMIT/IR/12

**PAGE:** 47 OF 47

**EDITION:** NA

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### **3. Transfer to Another Course at Northern Melbourne Institute of TAFE**

- (a) All applications to transfer to another course at Northern Melbourne Institute of TAFE should be made on the 'Request for Internal Transfer' form available at the International Office.
- (b) Transfers to another course will be granted at the discretion of the International Office in consultation with the relevant teaching departments.
- (c) Where a transfer is granted students must pay an administration fee of \$200 plus any additional tuition fees applicable to the new course before starting the new course.