

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12

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EDITION: NA

APPROVED FOR USE: Institute Board

DATE: 26 October 2009

Resolution of the Board, the 29th 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).

Northern Melbourne Institute of TAFE (NMIT) protects student fees through its membership of the TDA Tuition Assurance Scheme.

2. DEFINITIONS

Academic Registrar	The person appointed/nominated by the Chief Executive Officer to be responsible for administration of the Fees and Charges Policy at the Institute.
Academic Year	Any one period within 1 January and 31 December.
Approved Course	A sequence of study leading to an Australian Qualifications Framework (AQF) award or a vocational outcome.
Board	The Board of Northern Melbourne Institute of TAFE.
Census Date	The closing date for application for VET FEE-HELP or FEE-HELP for a unit.
Chief Executive Officer	The person appointed by the Board as the Chief Executive of Northern Melbourne Institute of TAFE.
DEEWR	The Department of Employment, Education and Workplace Relations (Commonwealth).
Eligible Students (Government Subsidised Place)	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: <ul style="list-style-type: none"> (a) aged under 20 as at 1 January in the year that the course is being undertaken; (b) applying for a Foundation Skills course; (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;

(d) for the purpose of applying this criterion, the following qualifications are equivalent to Certificate II:

- (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.

Enrolled Student	A person who is enrolled in a course at Northern Melbourne Institute of TAFE.
FEE-HELP	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.
FEE-HELP Eligibility	As detailed in the FEE-HELP Information Booklet available on the DEEWR website www.goingtouni.gov.au
Fee Maintenance	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.
Government Funded Courses	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.
Higher Education Student	A student enrolled in a program at Associate Degree or above.
Ineligible Students	Ineligible students are prospective VET students who do not meet the requirements as listed for Eligible Students (Government Subsidised Place) above.

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Institute	The Northern Melbourne Institute of Technical and Further Education.
Institute Constitution	The Constitution of the Board dated 9 October 2007 as varied or replaced.
Job Seeker	A Job Seeker is defined as a person who is registered with an Employment Services Provider (ESP); and/or a participant in the Community Development Employment Program and/or the Commonwealth's Access Program.
Minister	The Minister responsible for Vocational Education and Training.
Overseas Student	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. Note: New Zealand citizens are not eligible to pay local fees unless they are a holder of a Special Category Visa.
Scheduled Enrolled Hours	Scheduled enrolled hours means the hours timetabled or allocated for the delivery of subjects within a course.
Skills for Growth : Workforce Development Program	Provides Victorian based small sized businesses with access to training via independent workforce planning and training specialists.
Skills Recognition	Skills Recognition is the general term given for the assessment of an applicant's previous learning or skills development for the purpose of gaining credits or exemptions for a partial or full qualification.
Skills Reform Categories:	
- Foundation	Foundation Level and Pre-Accredited Courses
- Skills Creation	Certificate 1 and II
- Apprenticeships & Traineeships	Various
- Skills Building	Certificate III and IV
- Skills Deepening	Diploma and Advanced Diploma.
VET	Vocational Education and Training.
VET FEE-HELP	VET FEE-HELP is an income contingent loan scheme for

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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:

- (a) Diploma
- (b) Advanced Diploma
- (c) Graduate Certificate
- (d) Graduate Diploma.

**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.

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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 \(NMIT/IR/12A3\)](#). These courses will be updated from time to time as determined by Skills Victoria and in line with updates to accreditation status.

(b) Skills CreationCourse 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 TraineeshipsCourse Code Qualification

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

(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 January 2010 Eligible Students' \(NMIT/IR/12A1\)](#).

- 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.
- 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.
- 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 \(NMIT/IR/12A2\)](#).

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.

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.

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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.

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

- (iv) other education institutions at which the prospective student has been enrolled details of their academic record and progress; and 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.

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.

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

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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.

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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 \(NMIT/IR/12B1\)](#).

B.1.3 A full tuition fee will be payable by all students at enrolment with the exception of 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 \(NMIT/IR/12B2\)](#).

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;

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- (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.

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.

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- 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.

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

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- 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.
- 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.

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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
- (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.

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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.

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

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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.

PART C.

FEE MAINTENANCE

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

- C.1.1 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.1.2 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.1.3 If otherwise continuous training involves a transfer from one Victorian provider to another, the Institute will charge fees at the Fee Maintenance rate.
- C.1.4 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.1.5 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.1.6 Fees and charges relating to Fee Maintenance training is set out in Part C – Schedule 1 Fees & Charges Fee Maintenance for Training Commencements Prior to 1 Jul 2009 ([NMIT/IR/12/CI](#)).

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.
- 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

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- (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 January 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 2 (NMIT/IR/12C2).

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.

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 \(NMIT/IR/12D\)](#) 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.

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;

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- (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.

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](#)).

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

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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.

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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 \(NMIT/IR/12/E1\)](#) 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 \(NMIT/IR/12/E2\)](#).

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 \(NMIT/IR/12/E2\)](#).

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.

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.

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:-

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(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.

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.

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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.

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PART F.

FEE WAIVERS FOR JOB SEEKERS

Job seekers undertaking training at Certificate I-IV level will not be required to pay tuition fees.

The fee waiver (a full tuition fee exemption under Clause 2.9 of the 2009 Ministerial Directions about Fees) is limited to enrolments in Certificates I, II, III and IV and does not extend to any other fees, such as Student Services and Amenities fees. For job seekers who are Indigenous, the fee waiver replaces the special tuition fee arrangements under the *Indigenous Completions Initiative*.

Referral Process

Job Seekers will be referred to training providers by an Employment Services Provider (ESP) – a Job Services Australia provider, or a Vocational Rehabilitation Service provider, or a Disability Employment Network provider. Access Program providers will also refer Job Seekers.

Job Seekers will have a referral form. On enrolment, a copy of this form is returned by the training provider to the Job Seeker's referral agency. Commonwealth Government ESPs are responsible for assisting Job Seekers participating in training, so there may be further contact between them and training providers.

Eligibility for enrolment

Enrolment will be subject to the availability of places and to the same eligibility requirements applicable to other enrolments.

PART G.

SKILLS RECOGNITION

Skills Recognition is the general term given for the assessment of an applicant's previous learning or skills development for the purpose of gaining credits or exemptions for a partial or full qualification. The three categories of Skills Recognition are as follows:

Recognition of Prior Learning (RPL)

This is a process through which people can gain credit in recognised courses based on learning gained from experience in the workplace, in voluntary work, in social or domestic activities or through informal training. Fees are set out in Part G – Schedule 1 (**NMIT/IR/12G**).

Recognition of Current Competency (RCC)

This is a process through which people who have previously successfully completed a unit of competency or module can be reassessed to determine whether the currency of the unit of competency or module has been maintained. Fees are set out in Part G – Schedule 1 (**NMIT/IR/12G**).

Credit Transfer (T)

This is a process where people who have previously successfully completed the same or equivalent unit of competency or module at another educational institution, can apply for a credit transfer towards the NMIT course for which they are about to enrol in or are currently enrolled in. There are no costs associated with Credit Transfer.