

FEES AND CHARGES

Purpose	This policy has been developed to ensure that MIMT abides by the requirements as set out in the VET Funding Contract and subsequent documentation in relation to Fees and Charges.
Responsibility for implementation	<p>The Campus Manager in consultation with the Director is responsible for ensuring that this procedure is adhered to and updated accordingly.</p> <p>The Course Advisor is responsible for ensuring information regarding fees is communicated with prospective clients prior to enrolment.</p> <p>The Course Advisor is responsible for entering the appropriate fees/concessions/waivers/exemptions in the student management system and the Compliance Administrator is responsible for reporting the correct fee information through SVTS.</p>
When	Ongoing
Policy/ Process General requirements for calculation and levying of fees	<p>MIMT will adhere to the requirements as set out by the State and National regulatory authorities in relation to the imposition and collection of tuition fees and other fees for government subsidised training or fee for service training in accordance with financial and accountability requirements with regards to student fees.</p> <p>Fees and charges are set irrespective of available funding or loan eligibility. MIMT will calculate tuition fees in accordance with directives set out by the Department (State and National) as applicable.</p> <p>MIMT will adhere to:</p> <ul style="list-style-type: none"> • The requirements set out in the Guidelines about Fees as issued by the Department and updated from time to time • Any subsequent relevant requirements set out in: <ul style="list-style-type: none"> ○ A Contract Notification; and/or ○ Orders or regulations pursuant to the Act or the National Act <p>With respect to the amount, imposition and collection of tuition fees and other fees for government subsidised training and financial and accountability requirements with regards to student fees (Fee Requirements) as if they were set out in the VET Funding Contract.</p> <p>MIMT ensures that multiple opportunities are provided so prospective students are aware of the fees and charges and in order to demonstrate transparency as follows:</p> <ul style="list-style-type: none"> • Prospective students are supplied with a copy of the Statement of Fees being a detailed quote regarding fees and other charges upon their initial course enquiry. • As part of the Reservation process, fees and charges are discussed in further detail to ensure that the prospective student has a full understanding. This is further acknowledged by ticking the applicable fee option and signing the relevant fees area on the Reservation Form. • A finalised version of the Statement of Fees is provided to the student for review which is signed at the enrolment process (Fees and charges are determined for each individual on a case by case basis which are subject to change based on the pre-training review outcome and final training plan negotiated)

	<p>MIMT will set and publish the standard fees for training subsidised through the Skills First Program for each qualification it offers under the VET Funding Contract including all other fees associated with Government Funded training in a prominent place on its website.</p>
<p>Statement of Fees</p>	<p>Prior to the commencement of training, each eligible individual is supplied with a Statement of Fees which provides a quote for the total cost to them, for their course of study/enrolment, taking into account their current circumstances (including any eligibility for concession).</p> <p>The Statement of Fees include at a minimum:</p> <ul style="list-style-type: none"> • The code, title and currency of the training product in which the student is to be enrolled • The training and assessment, and related educational and support services MIMT will provide to the student including the: <ul style="list-style-type: none"> • Estimated duration • Expected locations at which training and assessment will occur • Expected modes of delivery • The hourly tuition fees relevant to the individual enrolment taking account of any applicable concessions or waiver/exemptions • The approximate value of the government contribution expressed in dollars • Any other applicable fees, such as student services, amenities, goods or materials <p>Individuals are provided a copy of the statement of fees upon their initial course enquiry.</p> <p>Once the student enrolls, they are provided a copy of the Statement of Fees to review, sign and date. This is kept in the students file.</p>
<p>Tuition fee waivers/ exemptions</p>	<p>MIMT will allow tuition fee waivers/exemptions in accordance with Section 2 of the Guidelines about Fees.</p> <p>Prior to the commencement of training, the Authorised Delegate will sight and retain copies of all documentation demonstrating the student's eligibility for the tuition fee waiver/exemption granted by MIMT for audit or review purposes and to meet record keeping requirements in accordance with Section 6 of the 2017 Guidelines about Fees. – please refer to Eligibility and Enrolment Process</p> <p>MIMT will report to the Department all tuition fee waivers/exemptions granted as per the Victorian VET Student Statistical Collection Guidelines.</p> <p>Fee waivers/exemptions will only be applied to individuals who fall under one of the following categories:</p> <p>An individual from the Judy Lazarus Centre</p> <p>MIMT will not charge a tuition fee for enrolment by an individual who is from the Judy Lazarus Transition Centre (as a prisoner within the meaning of the <i>Corrections Act 1986</i>).</p> <p>MIMT will retain a copy of written confirmation from the management of the Judy Lazarus Transition Centre that the individual meets the requirements as outlined above.</p> <p>Young People on Community Based Orders</p> <p>MIMT will not charge a tuition fee for enrolment by an individual who is required to</p>

	<p>undertake the course pursuant to a community based order made under the <i>Children, Youth and Families Act 2005</i>.</p> <p>MIMT will retain a copy of written confirmation from the relevant Youth Justice Unit of the Victorian Department of Justice and Regulation that the individual meets the requirements as outlined above.</p> <p>The Department will pay a Fee Waiver/Exemption contribution to MIMT which is calculated by multiplying:</p> <ul style="list-style-type: none"> • The applicable 'Fee Waiver/Exemption Contribution per Hour' (fixed value) for the course (as identified on the Student Tuition Fee Contribution Report); and • The number of hours for which the Training Provider is entitled to be paid the Contact Hour Funds in relation to the delivery of the training and assessment for that course to that Eligible Individual
<p>Concession Fees</p>	<p>MIMT will allow concessions on standard fees in accordance with the Guidelines about Fees.</p> <p>The concession fee charged will be calculated at 20 per cent (%) of MIMT's published standard tuition fee being the fee that MIMT would have charged a non-concession government subsidised student in the same course at that time.</p> <p>If an individual who was previously eligible for a concession 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.</p> <p>Prior to the commencement of training, the authorised delegate will sight and retain (electronically or in hard copy) copies of all documentation demonstrating an individual's eligibility for the fee concession granted by MIMT for audit or review purposes and to meet record keeping requirements.</p> <p>Where a concession card is presented to MIMT via a Digital Wallet through a Centrelink Express Plus mobile application, MIMT will sight and authenticate the card by viewing the card directly through the Centrelink Express Plus Mobile application on the cardholder's mobile device. These cards may not be sighted via a screen shot of the card that is e-mailed or otherwise produced.</p> <p>MIMT will report all fee concessions granted to the Department in accordance with the Victorian VET Student Statistical Guidelines as issued by the Department</p> <p>MIMT will exercise reasonable judgement where a prospective student is not able to produce appropriate proof of concession prior to the commencement of training. E.g. the Department would consider it reasonable to allow students a one-week grace period to provide their proof of concession, provided that this was documented within a business process and able to be audited. If a grace period is applied for an individual to provide proof of concession after the commencement of training, when that individual does provide proof of concession, MIMT will ensure that the concession was valid at the time of commencement of training.</p>
<p>General Concessions</p>	<p>The prospective student is required to identify the relevant fee type including acknowledging whether they have a valid and current concession card as per the Reservation Form.</p> <p>If the prospective student can produce one of the following valid and current concession cards, then they will be only be charged the appropriate concession fee.</p>

	<ul style="list-style-type: none"> • Health Care Card issued by the Commonwealth • Pensioner Concession Card • Veteran's Gold Card • An alternative card or concession eligibility criterion approved by the Minister <p>Concessions provided for Health Care Cards and Pensioner Concession cards also apply to a dependant spouse or dependent child of a card holder.</p> <p>The Authorised Delegate will sight and retain a copy of the relevant concession card</p> <ul style="list-style-type: none"> • In hard copy or electronically scanned copy where a physical card is presented; or • Its equivalent record as extracted from Centrelink Confirmation eServices; or • Where the concession card is presented via a Digital Wallet through a Centrelink Express Plus mobile application, of which a copy is not possible, the Authorised Delegate will make a written declaration and attach it to the student's file stating that the digital concession card has been sighted in accordance with guidelines. The declaration will include: <ul style="list-style-type: none"> • Name of the authorised delegate who sighted the digital concession • Date the digital concession card was sighted • Document number of the concession card • Name of concession holder <p>The student's concession details will be entered into the student management system (SMS) aXcelerate under one of the following fields in the 'Fee concession/exemption'</p> <p>H – Health Care Card P – Pensioner Concession Card V – Veteran Gold Card Concession</p> <p>For individuals who do not present a valid and current health care card, the following field will be applied:</p> <p>Z – None</p> <p>An invoice will be raised through Quickbooks for the concession amount and a copy placed in the students file for reference.</p> <p>The Department will not make a contribution to MIMT towards 100%, revenue foregone as calculated based on four times that actual hourly rate paid by the student and reported by MIMT (being 20% of the standard published hourly fee), up to a maximum hourly value.</p>
<p>Indigenous Completions Initiative</p>	<p>Under the Indigenous Completions Initiative, for enrolments in a course at any level, MIMT will only charge the concession fee to individuals who self-identify as being of Aboriginal or Torres Strait Islander descent as identified on the enrolment form calculated at 20% of the listed course price.</p> <p>This information will be reported to the Department through the 'Indigenous Student Identifier' field in aXcelerate.</p> <p>MIMT will retain a copy of the enrolment form on which the individual self-identified as indigenous in the students file.</p>

Calculating Concession Fees	<p>The Campus Manager is responsible for calculating and publishing the concession fee rates using the following method as an example:</p> <p>Standard Tuition Fee X 0.20% = concession fee rate for a concession government funded subsidised student</p>
Referred Job Seekers	<p>If MIMT enrolls a student referred to training by a <i>Jobactive</i> provider and that student has an entitlement to a concession, MIMT will receive a contribution from the Department for revenue forgone, in the same manner as for any other student that is charged a concession fee.</p> <p>MIMT are no longer required to invoice the referring <i>Jobactive</i> agency directly when a referred job seeker is enrolled in training and are also no longer required to sight and retain the Job Seeker Referral Form.</p> <p>The appropriate standard Concession field will be entered in aXcelerate under the 'Fee concession/exemption' for a referred jobseeker who has a current concession card:</p> <p style="padding-left: 40px;"> H – Health Care Card P – Pensioner Concession Card O – Other V – Veteran Gold Card Z - None </p>
VET Student Loans	<p>Eligible students may access a VET Student Loan for course tuition fees. As VET Student Loans may only cover tuition fees, any other fees and charges must be borne by the student.</p> <p>The requirements around other fees that are incidental to study are to help ensure any upfront costs to students are kept to a minimum and what may be reasonably and fairly charged to a student.</p>
Statement of Fees/Census Dates	<p>A copy of fees and the associated census dates will be provided to the student prior to enrolment. This document outlines the fee periods, the census date for each period and cost to be incurred.</p>
Statement of Covered Fees	<p>MIMT will provide the student a written statement known as the 'Statement of Covered Fees' which will confirm that the student's enrolment has been accepted and will show the amounts of the tuition fees that will, and will not, be covered by the VET Student Loan.</p> <p>MIMT will provide the student with their Statement of Covered Fees after they have enrolled in the course and prior to their first census date.</p> <p>The Statement of Covered Fees is sent via post and email.</p>
VET Student Loan Fee Notice	<p>MIMT will provide the student with a notice known as a 'VET Student Loan Fee Notice' in relation to each fee period at least 14 days before the first census date in a fee period.</p> <p>The VET Student Loan Fee Notice is sent via post and email.</p>
Commonwealth Assistance Notice (CAN)	<p>MIMT will provide the student with a notice known as a 'Commonwealth Assistance Notice' which is given within 28 days after the census date has passed for the part of the course.</p>

	<p>A CAN is a statement the students enrolment and a record of the use of their VET Student Loan for a study period. The CAN includes important information about their enrolment, any debt they have incurred or student contribution amounts they have paid, and any loan fee they may have incurred.</p> <p>The CAN is sent via post and email.</p>
<p>Statement of VET Tuition Assurance</p>	<p>Introduction</p> <ol style="list-style-type: none"> 1. Tuition assurance protects students in the event a course provided by an approved VSL provider ceases to be provided after it starts but before it is completed. Affected students are offered a replacement course with another provider and where this is not possible, the students' FEE-HELP balance for the affected part of the course will be re-credited. 2. As an approved provider under the <i>VET Student Loans Act 2016</i>, Australian College of Health and Fitness Pty Ltd, ABN: 43 123 508 305, ACN: 123 508 305 must be a party to an approved tuition assurance arrangement or have an approved exemption in place. 3. It is intended that, from 1 January 2018, Melbourne Institute of Massage and Myotherapy will be exempted from the requirement to be a party to an approved tuition assurance arrangement. Instead, Melbourne Institute of Massage and Myotherapy are required to comply with interim arrangements which ensure similar tuition assurance protection is provided to students. 4. This statement sets out the interim arrangements for tuition assurance that will apply from 1 January 2018 and Melbourne Institute of Massage and Myotherapy's obligations from that date. 5. If any changes occur to the proposed arrangements outlined below, a revised statement will be provided on Melbourne Institute of Massage and Myotherapy's website and advised to all students that have enrolled in the intervening period. <p>What happens if Melbourne Institute of Massage and Myotherapy cease to provide a course after it starts but before it is completed?</p> <p><u>Information for affected students</u></p> <ol style="list-style-type: none"> 6. Melbourne Institute of Massage and Myotherapy will notify affected students in writing that an approved course is no longer provided within 2 business days after Melbourne Institute of Massage and Myotherapy ceases to provide the course after it starts but before it is completed. 7. As soon as practicable, Melbourne Institute of Massage and Myotherapy will also update its website to reflect that the course is no longer being delivered and to give students information about the tuition assurance arrangements. <p><u>Replacement courses</u></p> <ol style="list-style-type: none"> 8. The Commonwealth Department of Education and Training (the Department) (or a consultant engaged by the Department) will work with affected students to identify a replacement course and arrange for students to be placed with replacement providers. 9. Replacement courses must meet the following requirements: <ul style="list-style-type: none"> • the course must lead to the same or comparable qualification as the original course; • the mode of delivery of the replacement course must be the same as

or, with the student's consent, similar to the mode of delivery for the original course;

- the location of the replacement course must be reasonable, having regard to the costs of, and the time required for, a student's travel; and
- the student will not incur additional fees that are unreasonable and will be able to attend the replacement course without unreasonable impacts on the student's prior commitments.

10. Affected students will be offered a replacement course and may seek a review about whether the course offered to them meets the requirements for replacement courses.
11. A student who accepts the replacement course offered will not be required to pay the replacement provider for the replacement components of the replacement course. However, the fees payable for the remainder of the replacement course may be different from the fees payable for the original course.
12. A student who accepts the replacement course offered will also receive course credits for parts of the original course successfully completed by the student, as evidenced by:
 - a copy of a statement of attainment or other Australian Qualifications Framework certification document issued by the course provider or an authorised issuing organisation in accordance with the Australian Qualifications Framework; or
 - a copy of an authenticated VET transcript issued by the Student Identifiers registrar.
13. Each affected student will have a period of six (6) months in which to accept the replacement course offer. The Department may extend that period in circumstances that justify an extension.
14. If an affected student enrolls in a course that is not a replacement course, the student may be required to pay additional tuition fees, and might not receive the course credits the student would have received if the student had enrolled in a replacement course.

Re-crediting of students' FEE-HELP balances

15. Where there is no suitable replacement course for a student, Melbourne Institute of Massage and Myotherapy will re-credit the student's FEE-HELP balance for the affected parts of the original course. The amount re-credited will be equal to the amount of VET student loan used to pay tuition fees for the student for the course, or parts of the course.

Prepaid fees

16. For tuition fees paid up-front greater than \$1500, Melbourne Institute of Massage and Myotherapy has tuition assurance in place with ACPET. Appropriate fee assurance mechanisms will be implemented in the instance that Melbourne Institute of Massage and Myotherapy is no longer able to provide the course the student is enrolled in.
17. For tuition fees paid up-front below \$1500, students should be aware that there is no formal protection in place and students will be responsible to seek a refund for these fees directly from Melbourne Institute of Massage and Myotherapy if MIMT fail to provide the agreed services.

	<p>Melbourne Institute of Massage and Myotherapy have a Refund Policy in place which can be located on MIMT's website – www.mimt.edu.au. If the provider is under external administration, this may require the student submitting a proof of debt with the external administrator.</p> <p><u>Record keeping</u></p> <p>18. It is suggested best practice for students to retain assessments, records of competencies or statements of attainment that they receive from their education provider.</p>
Other fees	<p>Prospective students are informed of any other fees that may be associated with their course e.g. re-assessment fees, re-issuing of certificate as per the itemised statement of fees located on MIMT's website and in the Student Enrolment Information Handbook which they are provided upon their initial course enquiry.</p> <p>Students are further reminded of 'other fees' at the time of the enrolment as per the Statement of Fees they are provided which they must sign and date.</p>
Accounts and records of tuition fees and other fees	<p>Using the accounting software QuickBooks (QBS), the Bookkeeper is responsible for recording fee transactions. The accounts and records of MIMT must comply with Section 6 of the Contract.</p> <p>The QBS income account distinguishes between fee-for-service training and fees from government subsidised training.</p> <p>The QBS Chart of Accounts (ledger) is kept for recording the receipt of income from fees for tuition and for payment of refunds for tuition fees.</p> <p>MIMT keeps records, including evidence to support any claim for a contribution towards revenue foregone as a result of granting concessions or waivers/exemptions.</p>
Payment	<p>MIMT will calculate tuition fees in accordance with directives set out by the Department as applicable</p> <p>Prior to enrolment, MIMT provides each student with a statement of fees for all qualifications and the tuition fee that is charged.</p> <p>Students have the option to pay their fees upfront or access a payment plan. Where applicable the student may apply for their fees to be paid through a VET Student Loan (applies to the Diploma of Remedial Massage qualification only)</p> <p>Where payment is made directly to MIMT, payment is entered into the POS which is then transferred into QuickBooks which is reconciled on a weekly basis by the Bookkeeper.</p> <p>For individuals accessing a payment plan, fees are broken down into 3 - 4 or 10 fee instalments which are to be paid throughout their course. An invoice is generated through QuickBooks for each student based on the fees required to be paid. The payment plan dates and amounts are outlined to students in the Course Information Manual.</p>
Related documents	<p>Eligibility and Enrolment Process Fee Records Quickbooks Invoices</p>

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