

Administration of Student Enrolment, Fees and Charges Policy

1. Purpose

This Policy has been developed to advise institute staff, prospective and current students that Melbourne Polytechnic complies with initiatives, rules and requirements of both State and Federal Governments in relation to the administration of student enrolments, fees and charges.

- 2018-19 *Skills First* TAFE VET Funding Contract
- Higher Education Support Act (HESA) 2003
- VET Provider Guidelines
- VET Student Loans (Courses and Loan Caps) Determination 2016
- VET Student Loans (Charges) Regulations 2017
- Education Services for Overseas Student (ESOS) Act 2000

2. Principles

Requirements of State and Commonwealth initiatives, rules and legislation will be monitored on an ongoing basis by the Academic Registrar and the [Administration of Student Enrolment, Fees and Charges Guidelines](#) will be amended to comply with changes as they occur.

The Director Student Acquisition will be responsible for administering this Policy and ensuring that all enrolment officers are conversant with the requirements of the Guidelines.

This Policy must be read in conjunction with the [Administration of Student Enrolment, Fees and Charges Guidelines](#).

3. Scope

This policy applies to Melbourne Polytechnic staff and all current and prospective VET, HE and International students.

4. Definitions

<u>ESOS</u> :	Education Services for Overseas Students Act 2000
<u>HE</u> :	Higher Education
<u>HESA</u> :	Higher Education Support Act 2003
<u>VET</u> :	Vocational Education and Training

Administration of Student Enrolment, Fees and Charges Policy

5. Responsibility and Accountability

Task	Responsibility	Notes
Monitor State and Commonwealth rules, regulations and legislation and update the Administration of Student Enrolment, Fees and Charges Guidelines as required.	Academic Registrar	
Administer this Policy and ensure that all enrolling officers are conversant with the requirements of the Administration of Student Enrolment, Fees and Charges Guidelines.	Director Student Acquisition	

6. Supporting Documents and Templates

Related Documents:

[Administration of Student Enrolment, Fees and Charges Guidelines](#)

Legislation:

[2018-19 Skills First TAFE VET Funding Contract](#)

[Education Services for Overseas Student \(ESOS\) Act 2000](#)

[Higher Education Support Act \(HESA\) 2003](#)

[Higher Education Support \(VET\) Guideline 2015](#)

[VET Student Loans \(Charges\) Regulations 2017](#)

[VET Student Loans \(Courses and Loan Caps\) Determination 2016](#)

7. Policy Control

Approving authority	<i>Melbourne Polytechnic Executive</i>
Date approved	<i>14 December 2018</i>
Date effective	<i>14 December 2018</i>
Policy category	<i>Student Administration</i>
Edition	<i>9</i>
Review date	<i>October 2019</i>