

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

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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 owner	<i>Marin Radobuljac, Academic Registrar</i>
Policy adviser	<i>Toni Cristiano, Deputy Academic Registrar; Paula Morson, Programs Administrator</i>
Policy category	<i>Student Administration</i>
Edition	<i>9</i>
Review date	<i>October 2019</i>

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8. Version History

Edition	Approved by	Approval Date	Summary of changes/Notes
9	Melbourne Polytechnic	14/12/2018	<p><i>Administration of Student Enrolment, Fees and Charges Policy, previously titled Student Enrolment, Fees and Charges Policy, updated to provide an overarching policy statement.</i></p> <p>The majority of the <i>Student Enrolment, Fees and Charges Policy</i> has been separated to the Administration of Student Enrolment, Fees and Charges Guidelines.</p>
8	Melbourne Polytechnic Executive	21/12/2017	<p><i>Student Enrolment, Fees and Charges Policy, amended</i></p> <ul style="list-style-type: none"> - to include 'Debitsuccess' as an option for payment of fees; - Changes to rules relating to 'Withdrawals/Refunds'; - Changes as required by the 2018-19 <i>Skills First VET Funding Contract</i>.
7	Melbourne Polytechnic Executive	23/08/2017	<p><i>Student Enrolment, Fees and Charges Policy, updated with the following changes-</i></p> <p>i) Definitions: 'Payment Plans' updated to include statement 'Payment Plans may be available to students via Debitsuccess'; and</p> <p>ii) The statement "<i>It will be the responsibility of the Chief Executive Officer to ensure that all prescribed fees and charges are collected</i>" on Page 2 Clause A.3, Page 18 Clause E.2 and summarised in the Responsibilities and Tasks, Section 5, Page 23 has been replaced with the statement "<i>It will be the responsibility of the Chief Finance Officer to ensure monies collected from fees and charges are appropriately banked and recorded in the financial systems of Melbourne Polytechnic.</i>"</p>
6	Melbourne Polytechnic Executive	17/05/2017	<p><i>Student Enrolment, Fees and Charges Policy, updated in line with the 2017 Skills First VET Funding Contract.</i></p> <p>In addition, the Schedules of the Policy that relate to Tuition Fees and Student Services & Amenities Fees have been made obsolete.</p>
5	CEO & COO	15/12/2015	<p><i>Student Enrolment, Fees and Charges Policy – NMIT/GOV/D/7/200, updated in line with 2016</i></p>

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			VET Funding Contract.
4	NMIT Board	27/10/2014	<i>Student Enrolment, Fees and Charges Policy – NMIT/GOV/D/7/200</i> , updated in line with HESG provisions and, where applicable, change of name from NMIT to Melbourne Polytechnic.
3	Education Committee	14/07/2014	<i>Student Enrolment, Fees and Charges Policy – NMIT/GOV/D/7/200</i> , updated to reflect changes identified in CN 2014-13 and CN 2014-14.
2	NMIT Board	28/04/2014	<i>Student Enrolment, Fees and Charges Policy – NMIT/GOV/D/7/200</i> , updated.
1	NMIT Board	30/09/2013	<i>Student Enrolment, Fees and Charges Policy – NMIT/GOV/D/7/200</i> , new policy.