	Non-Tuition FEES
	Version: 1.0
Department: Sarina Russo Institute	Latest Amendment: 26/03/2019

Policy Statement

Sarina Russo Institute (SRI) may, from time to time, charge fees for things other than tuition fees. Where SRI charges fees other than tuition fees, SRI will ensure that students understand that the fees are not for tuition, the purpose of the fees, the total liability for the fees and when and how the fees will be paid.

Purpose

This policy and procedure outlines the process for the charging of non-tuition fees.

Scope

This policy and procedure applies to all persons enrolled as students with SRI.

Underpinning Legislation and Contractual Requirements

This policy is underpinned by the following:

- *VET Student Loans Act 2016* (Cth)
- *VET Student Loans Rules 2016* (Cth)
- [VET Student Loans Manual for Providers](#)

Policy

1. General

1.1. SRI may charge fees other than tuition fees.

1.2. Where SRI charges fees other than tuition fees, SRI will attach to the invoice a Non-Tuition Fee Statement (Appendix A) stating:


- a) That the fees are not for tuition; and
- b) The purpose of the fees; and
- c) The student's total liability for the fees; and
- d) When and how the fees are to be paid

Additional Information:

APPENDIX A - Non-Tuition Fee Statement

The attached fee for [insert fee item here] is considered a non-tuition fee. The purpose of this fee is to [insert purpose here]. Your total liability for this fee is [enter amount of fee that is to be paid by student].

This fee is to be paid by [insert payment method] by [insert payment date].

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APPENDIX B - Examples of non-tuition fees

Fees and charges	Examples
Goods or services not essential to the course	<ul style="list-style-type: none"> • access to internet and computer facilities, except where these are required as part of a course • printing of notes from the internet or a portable hard drive or disc • graduation ceremonies where students are not required to attend the ceremony to obtain their award
Alternative forms of access to goods or services essential to the course, (where the provider also provides readily available access in another form at no additional cost to students)	<ul style="list-style-type: none"> • lecture notes or recordings, provided that lectures are made readily available to students free of any additional charge (as lectures would be covered by tuition fees) • electronic provision of essential information if the information is also made readily available free of charge in another form (e.g. at the library or through the provider's intranet) • reading material, such as anthologies of required readings, provided these texts are also made readily available free of charge (e.g. at the library or through the provider's intranet).
<p>Course related goods or services that students have the choice of acquiring from a supplier other than the provider and are for:</p> <p>equipment or items that become the student's physical property and are not consumed in the course</p> <p>OR</p> <p>food, transport and accommodation costs associated with the provision of field trips that form part of the course</p>	<ul style="list-style-type: none"> • artwork supplies • fabric for sewing class • musical instruments • protective clothing or footwear • tool kits • stethoscopes • dance shoes • reference texts • meals, snacks, beverages • bus tickets or airfares • hotels or camping fees
Fines or penalties imposed principally as a disincentive (for something other than withdrawing from all or part of a course) and not to raise revenue or cover administrative costs	<ul style="list-style-type: none"> • library fines