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|  <p>Catholic Regional College Institute Of Training RTO 22427</p> | Catholic Regional College Institute of Training Registration No. 22427 | | |
| Department | Vocational Education & Training | | |
| Quality Controlled Document Title | Fees and Refunds Policy/Procedure | Date | March 2026 |
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Purpose

The purpose of this policy is to ensure that Catholic Regional College Institute of Training (CRCIT) provides clear, transparent and fair information regarding all fees, charges and refund arrangements associated with Vocational Education and Training (VET) programs.

This policy ensures CRCIT complies with the requirements of the Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers and the Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing Registration.

The policy also ensures that students and parents/guardians are provided with accurate information regarding:

- course fees and associated charges
- payment arrangements
- refund conditions
- processes for applying for refunds

This supports informed decision-making and protects the financial interests of students.

Fee Governance and Administration

As a school-based Registered Training Organisation (RTO), Melbourne Archdiocese Catholic Schools Ltd – Catholic Regional College Institute of Training (CRCIT) operates within the financial governance framework of Catholic Regional College Sydenham (CRCS).

CRCIT complies with all financial policies and procedures published by CRCS in relation to the administration, collection, and management of student fees. All payments for CRCIT VET programs are collected through CRCS; CRCIT does not directly take student payments.

The Principal of CRCS holds delegated authority to approve, set, and vary fees for both:

- Catholic Regional College Sydenham (CRCS), and
- the school-based RTO, CRCIT.

Fee Information

School to School VET Access Agreement

This Agreement sets out the arrangements between schools where one school (the Accessing School) accesses vocational education and training (VET) services delivered by another school (the Host School) under an auspicing agreement with a Registered Training Organisation (RTO).

All fees associated with a student accessing a program are specified within the Agreement Details. If a student withdraws from a program more than four weeks after the scheduled commencement date of the semester, the Accessing School will not be eligible for a refund.

CRCS Course Handbook.

CRCS will provide the following fee information to each student:

- the total amount of all fees, including course fees, administration fees, materials fees, and any other applicable charges.

CRCIT Student Handbook.

The following information is provided to students within the CRCIT course handbook

- the nature of the guarantee given by the RTO to complete the training and/or assessment once the student has commenced study in their chosen qualification or course.

Fee Billing and Collection

Fee and levy billing, including the application of fee concessions or remissions, is processed entirely through the School's accounting system in accordance with the School's billing cycle.

Subject levies are applied to a student's account when a profile is created in Synergetic based on subject selections. This generally occurs in October. School fees are also added to the student profile at the time of subject selection, which may occur between October and February.

Fees and levies are billed in full for all students, with any fee concessions or remissions applied to the total fee or levy charged.

The Principal of CRCS establishes a payment method with families at the time of student enrolment. The preferred method of payment for school fees, levies and charges is direct debit, established during the enrolment process.

CRCS completes its invoicing cycle twice per term. Periodic statements (at least once per term) are issued to families to assist with fee collection.

CRCS Refunds

A full refund of the VET tuition fee will apply if a student withdraws from a program before the scheduled commencement date of the semester. If a student withdraws more than four weeks after the scheduled commencement date, the student may not be eligible for a refund. Students are strongly advised to consider their work and/or personal commitments before enrolling to avoid this situation.

Related Documents

- Student Handbooks
- School to School VET Access Agreement