

**Hawthorn Community House Inc.
Adult Community and Further Education (ACFE) -funded Programs
Fees and Charges Policy.**

The purpose of this policy is to outline a consistent framework for determining fees for all ACFE-funded courses provided at Hawthorn Community House Inc. and to set out strategies for appropriate advertising, collection and recording of fees and charges

Principles

1. It is the philosophy of Hawthorn Community House Inc. that the ability to speak, read and write English to a reasonable level of proficiency is essential for equitable participation in society, education and employment. Limited language or literacy skills create extreme hardship for students.
2. As a provider of ACFE- funded courses, Hawthorn Community House Inc. will adhere to the Ministerial Guidelines on Fees and Charges for all ACFE-funded courses.
3. Students who are experiencing extreme hardship can be exempt from fees and charges in ACFE- funded courses. Extreme hardship will be established in a confidential interview with the Coordinator and will not be a barrier to accessing a course.
4. Students should be fully informed of all course fees and charges. Information regarding fees should be clearly visible on all advertising material. Details of the Ministerial Guidelines should be explained to the students upon enrolment in the course.
5. Fees and charges should be itemised on the receipt upon course enrolment.
6. Course Fees will be \$1.31 per SCH for all ACFE-funded courses. Concessions are available to holders of current Health Care, Pensioner and Veteran Gold cards. Fees are in accordance with the Ministerial Guidelines on Fees and Charges.
7. HCH does not accept fees in advance of more than 10 weeks.
8. Where a course is provided, privately, to a class using Hawthorn Community House Inc. venues, that course is not the responsibility of Hawthorn Community House Inc. with regard to the collection of Fees and Charges as outlined above.
9. Money collected for student fees will be receipted, outlining the tuition fee and other charges. Accounting shall be according to standard accounting practices.
10. All students are to be given a receipt detailing the payments or part payments made, the course name, the date and the student's full name.

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11. Refunds for all centrally funded courses shall be according to the Ministerial Guidelines on Fees and Charges.

11(a) Item 1.20 from the Ministerial Guidelines on Fees and Charges refers to refunds.

“If a student withdraws, by notice, from government –funded training or further education at any time up until 4 weeks after the commencement date of classes, the provider must refund the tuition contribution paid in respect of the government –funded training or further education less the minimum charge and any other fees and charges paid by or on behalf of the student.”

11 (b) Refunds will be subject to a cancellation fee. The fee schedule is as follows:
For all vocational courses a cancellation fee of \$50.00 applies.
For all other courses a cancellation fee of \$20.00 applies.

12. Concessions on and exemptions from fees are only available where students are personally paying for a course. Concessions do not apply where another agency or government department is responsible for the training of the student and the course place is purchased under a brokerage arrangement.
13. Students enrolling in an ACFE-funded course, who are not permanent residents, will be subject to an \$ 80.00 surcharge.

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