

Can I change my enrolment?

Withdrawal

To withdraw from your course you must:

- Complete an Enrolment Amendment Form
- Return your student ID card
- Return your fees receipt
- Return any Holmesglen property in your possession

Enrolment Amendment Forms are available for the Information Office on each campus and your Centre Administrative Office

TO RECEIVE A REFUND

Courses below diploma

You must withdraw before the end of 4th week from the commencement of your course.

You will receive a refund of your tuition fee, less the minimum fee applicable to your course's Skill Level as per the chart above

Courses diploma and above

You must withdraw before the Census Date for the Units of Study in which you are enrolled

You will receive a full refund of the tuition fee paid. There is no refund of the GSF or materials fees

Change of Units of Study (subjects)

You can withdraw from subjects, or add extra subjects by filling in an Enrolment Amendment Form and lodging with the Information Office on your campus no later than the Census Date:

Changes to enrolment will require a recalculation of your fees you may be required to pay more fees, or you may be eligible for a partial refund depending on your circumstances

Partial Withdrawal

You must apply by lodging an Enrolment Amendment Form with your campus Information Office as specified above under 'Withdrawal'

You may be eligible for a partial refund if the Tuition Fee payable for the remaining units falls below the maximum fee payable for your course's Skill Level

Additional Enrolment

Additional unit enrolments are treated separately and Tuition Fees and GSF will be charged until the maximum fee for the relevant course Skill Level is reached. If you are claiming a Fee Concession, current proof of eligibility is required

If you enrol in a course that is classified in a different Skill Level then you will pay Tuition Fees relevant to that level, even if you have reached the maximum fee payable for your original course

Recognition of Prior Learning (RPL)

Students who wish to apply for recognition of skills acquired through work or life experiences, or through qualifications obtained through formal studies or training, must enrol and pay fees as normal. If RPL is granted, there is no refund of fees

Credit Transfer

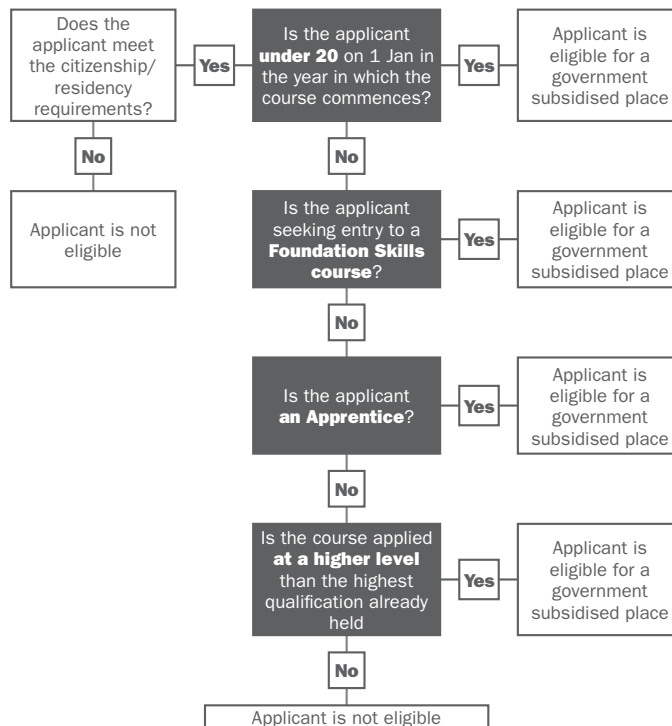
Students who enrol in, and pay for a unit for which they are subsequently granted Credit Transfer based on previous studies, may receive a pro rata refund of Tuition Fees

RPL and Credit Transfer must be applied for and assessed by:

Semester 1 11 March 2011

Semester 2 5 August 2011

Eligibility Chart



holmesglen

Fees and Charges

2011

Chadstone campus

Batesford Road
Holmesglen 3148
(PO Box 42
Holmesglen 3148)
T (03) 9564 1555
F (03) 9564 1606

Moorabbin campus

488 South Road
Moorabbin 3189
(PO Box 42
Holmesglen 3148)
T (03) 9564 1555
F (03) 9555 0060

Waverley campus

595 Waverley Road
Glen Waverley 3150
(PO Box 42
Holmesglen 3148)
T (03) 9564 1555
F (03) 9564 6233

Fee payment and fee refund details
Please read carefully



Vocational and Higher Education
www.holmesglen.edu.au

Registrar's Department correct at the time of printing
21 October 2010. Details do not apply to Fee for Service Courses
or International students.

How much will I pay?

Tuition Fees

Your Tuition Fee is dependent on your course's Skill Level and if you are eligible for a Government Supported Place (GSP) as shown in the tables below

| Skill Level | GOVERNMENT SUPPORTED PLACE | | | | FULL FEE PAYING | | | |
|--|--|------------------------------|-------------------------------|----------------|-----------------|------------|------------|------------|
| | Per Hour | Minimum and Concession | Maximum | Plus GSF Up to | Per Hour | Minimum | Maximum | Plus GSF |
| Foundation Skills | | | | | | | | |
| ESL & Adult Literacy 400 hours plus Less than 400 hours | | \$50 per Sem \$50 per Sem | \$150 per Sem \$75 per Sem | \$23 \$11 | N/A N/A | N/A N/A | N/A N/A | N/A N/A |
| Work Ed, Transition, VCAL (Foundation) | | \$50 pa | \$50 pa | \$75 | N/A | N/A | N/A | N/A |
| Skills Creation Certificates I & II (including VCE, VCAL - Intermediate & Senior). | \$1.51 | \$105 | \$875 | \$131 | \$10.83 | \$350 | \$2500 | \$300 |
| Apprenticeships | \$1.40 | \$58 | \$923 | \$138 | N/A | N/A | N/A | N/A |
| Skills Building Certificates III & IV | \$1.84 | \$187.50 | \$1250 | \$188 | \$9.54 | \$500 | \$3500 | \$300 |
| Traineeships | \$1.84 | \$187.50 | \$1250 | \$188 | \$9.54 | \$500 | \$3500 | \$300 |
| Skills Deepening Diploma & Advanced Diploma | \$3.79 | \$375 No concess | \$2000 | \$300 | \$10.83 | \$950 | \$5500 | \$300 |
| Fees Maintenance | \$1.43 | \$57.00 | \$916 | \$137 | N/A | N/A | N/A | N/A |
| Degree Courses | The Schedule of Fees for the Units of Study in Degree courses can be found at www.holmesglen.edu.au > Higher Education > select the course. | | | | | | | |

Eligibility for Government Subsidised Place

All students enrolling in the following course levels will have their eligibility for a Government Subsidised Place (GSP) tested:

- Skills Creation – Certificate I & II courses, VCE & VCAL
- Skills Building – Certificate III (excluding apprenticeships) & Certificate IV courses
- Traineeships at all levels
- Skills Deepening – Diploma & Advanced Diploma courses (see table)

If you are assessed as being not eligible for a Government Subsidised Place you will be required to pay full fees. Full fees are charged in bands according to funding requirements of your course. A list of fees for the Units of Study in each course is available on our website at www.holmesglen.edu.au Contact the Information Office on 9564 1640 if you have any queries regarding your eligibility

General Services Fee (GSF)

The GSF is 15% of the Tuition Fee and is paid at the time of enrolment for all students. The GSF is capped at \$300 for Full Fee Students

The GSF is a non-academic fee used to provide facilities, services and activities of direct benefit to Holmesglen students. Payment of the GSF does not confer membership of a student association

Materials Fees

Materials Fees are paid at the time of enrolment for equipment and incidentals provided to students for use in their course, eg knives and uniform provided to Cooking students. Materials Fees vary between courses, and some courses have no Materials Fee

Fee concessions (courses below Diploma level and Fees Maintenance only)

To be eligible for a concession you must hold one of the following cards or be the dependant, partner or spouse of a cardholder and named on the card

- Commonwealth Health Care Card
- Pensioner Concession Card
- Veteran's Gold Card, or
- Of Aboriginal or Torres Strait Islander descent

If you are eligible for a Fee Concession you will pay the minimum Tuition Fee for your course's skill level plus the GSF. There is no concession on the GSF.

The card must be current and produced on the day of enrolment otherwise you will have to pay the non concession rate.

If you are in receipt of a benefit and add to your enrolment, you will be required to pay an additional GSF up to the maximum for your course category. If your benefit ceases during the year and you add to your enrolment you will be required to pay the non concession rate

Fee Exemptions

Students who are prisoners, detainees or who are under a court order are exempt from fees

Holmesglen reviews its tuition fees and other charges annually. You will be required to pay the current fee that applies from the beginning of each semester of your course. If you withdraw from your course and re-enrol in the course, you will be required to pay the fees applicable to your new commencement date

Holmesglen Degrees

For outline of fees for Holmesglen degrees for 2011 you should go to our website at www.holmesglen.edu.au and follow the link to Degrees at Holmesglen and then to your course. In some Degrees you may be enrolled in the appropriate VET program for the first part of your course and pay VET fees. If you are enrolling directly into the degree component (full fee) of the course, you are not required to pay a student union fee or general services fee

FEE-HELP

FEE-HELP is an income contingent loan scheme that assists students with the payment of part or all of their tuition fees. Repayment of the loan is through the Australian taxation system once your income goes above the designated threshold. FEE-HELP is available to Australian citizens only. Refer to www.goingtouni.gov.au to assess your eligibility

HECS-HELP (Bachelor of Nursing only)

HECS-HELP is a loan scheme which assists eligible Commonwealth Supported Place students pay their tuition fees. Repayment of the loan is through the Australian taxation system once your income goes above the designated threshold

When do I pay?

You will be required to pay a fee at enrolment

- Certificate I to IV courses – all fees are payable
- Diploma and above courses – GSF and materials fees.

Tuition fees must be paid by the Census Date for your Units of Study. You will not be enrolled in your course until fees are paid.

How do I pay?

Cash, cheque, EFTPOS or credit card (American Express & Diners not accepted)

Payment Plan (fees apply)

VET FEE-HELP – Diploma and above students

FEE-HELP – Degree students only

HECS – Bachelor of Nursing Commonwealth Supported Places only.

VET FEE HELP Skills Deepening

VET FEE HELP is now available for payment of the Tuition Fee. VET FEE-HELP is an income contingent loan which allows students to study and repay their loan through their taxes when their salary reaches a certain level, currently about \$43,000 pa. The debt for your loan is with the Commonwealth Government VET FEE-HELP is available to Australian citizens only. Refer to www.goingtouni.gov.au

If you are eligible for VET FEE-HELP you will be required to provide your Tax File Number at enrolment. Your completed VET FEE-HELP application and all required documentation must be submitted by the Census Date for your Units of Study

PAYMENT PLAN

If you are experiencing temporary financial difficulties a Payment Plan is available to assist with your fee payment. You should seek advice from the staff in the Information Office regarding your eligibility

You will be charged an establishment fee of \$50.00 to set up the Payment Plan and there is an ongoing transaction fee deducted for the length of the Plan You will be required to bring your bank account (BSB and account number and name, and name of bank and branch) or credit card details with you at the time of enrolment

Not applicable to Commonwealth Supported Place degree applicants

Sponsored students

If your training is sponsored by Centrelink, associated agencies, or your employer, you must bring with you at the time of enrolment a written authority for Holmesglen to invoice your funding organisation for your fees

Goods and Services Tax (GST)

Your course is GST exempt