

CM REF: TWD/D24/0142230



Government of Western Australia
Department of Training
and Workforce Development

**TAFE INTERNATIONAL WESTERN AUSTRALIA TUITION FEES AND
RELATED CHARGES POLICY**

EFFECTIVE: 28 AUGUST 2024

VERSION: 4.0

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Training and Workforce Development employees.

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1. POLICY STATEMENT

This policy governs the setting of tuition fees for international students enrolled with TAFE International Western Australia (TIWA).

2. SCOPE

This policy applies to the setting of tuition fees for all government school and vocational education and training (VET) programs delivered to onshore international students.

This policy excludes the setting of Resource or Materials fees collected by TAFE colleges, school contributions and charges collected by Western Australian (WA) Government Schools, or the administration associated with the collection of fees, refunds and debtor management. These administrative arrangements and processes are covered in the *TAFE International Western Australia Fee Payment and Refund Policy*.

3. PRINCIPLES

The following principles guide the setting of international student fees:

1. All indicative fees including tuition, resource and materials fees are provided to prospective international students, prior to accepting students for enrolment.
2. Tuition fees cover the costs of the delivery of education, training and assessment to onshore international students. TIWA collects and disburses tuition fees to WA TAFE colleges and WA Government Schools under arrangements outlined in a Memorandum of Understanding (MOU) with each TAFE college and the Department of Education (DoE).
3. International student tuition fees are set on a commercial basis and paid as a whole of course fee.
4. Setting of tuition fees will have regard to movements in the Perth Consumer Price Index.
5. Resource fees cover the cost of consumable materials used by a student in the course of their study, such as art materials, internet use etc. Resource fees should reflect full cost-recovery and are set by WA TAFE colleges.
6. Materials fees cover the costs of any items that will remain the property of the student after the course, such as personal protective equipment, personal tools, textbooks etc. These fees are set by WA TAFE colleges.

4. BACKGROUND

4.1 The Vocational Education and Training (Colleges) Regulations 1996 specify that the course fee for international students may be determined by the responsible Minister under Regulation 15A (2).

4.2 The School Education Regulations 2000 specify that the course fee for international students may be determined by the responsible Minister under Regulation 63, as prescribed under section 103 of the School Education Act 1999.

4.3 **Fee Types**

Fees associated with international students enrolled at a WA TAFE college or WA Government School include but are not limited to:

4.3.1 **Tuition Fees**

Tuition fees cover the costs of the delivery of education, training and assessment to onshore international students. TIWA collects and disburses tuition fees to WA TAFE colleges and WA Government Schools under arrangements outlined in a Memorandum of Understanding (MOU) with each TAFE college and the Department of Education (DoE).

International student tuition fees are set on a commercial basis and paid as a whole of course fee. The Letter of Offer provided by TIWA to accepted students discloses indicative tuition fees (and non-tuition fees) payable by each accepted international student.

4.3.2 **Resource and materials fees – TAFE students**

Resource fees cover the costs of consumable materials used by a student in the course of their study, such as art materials, internet use etc. Resource fees should reflect full cost-recovery and are set by WA TAFE colleges.

Materials fees cover the costs of any items that will remain the property of the student after the course, such as personal protective equipment, personal tools, textbooks etc. These fees are set by WA TAFE colleges.

Resource fees and material fees apply to VET courses only and are determined and collected by each TAFE college.

4.3.3 **Overseas Student Health Cover (OSHC) Fees**

All student visa holding international students are required to have adequate OSHC while they are in Australia. A student visa holder's OSHC must commence from the date the student arrives in Australia on their student visa and must be in effect until the student leaves Australia (or moves to a non-student visa subclass). A student's OSHC must therefore cover the full length of the course, and must be paid prior to confirming their enrolment.

It is the student's responsibility to maintain valid OSHC while in Australia. International students have the option to purchase OSHC directly from a registered health provider, approved by the Australian Government, or to nominate TIWA to arrange OSHC on the student's behalf through TIWA's preferred OSHC provider.

4.3.4 **Fees for specialist provision or support**

Additional fees will be charged to meet the cost of access to specialist provision or support for students with English as an additional language or for students with additional learning needs (e.g. a disability). These fees are in addition to fees outlined in section 4.3.1 and 4.3.2 and are to be paid to TIWA.

4.3.5 **Other costs, contributions, charges and fees – School students**

International fee-paying students must pay the following directly to their WA Government School:

- Contributions, charges and fees that are payable by local students enrolled at the school;
- Costs incurred by the school such as the School Curriculum and Standards Authority Fee;
- Costs of other associated items such as school uniforms, transport to and from school, personal items, excursions and swimming programs.

5. DEFINITIONS AND ACRONYMS

5.1 CRICOS

Means the Commonwealth Register of Institutions and Courses for Overseas Students. Education providers must be registered on CRICOS to be able to enrol international students to study in Australia on a student visa. A CRICOS registered provider must also have any course/s registered on CRICOS to be able to offer and enrol international students to study that course.

5.2 ESOS Act

Education Services for Overseas Students Act 2000

5.3 MOU

Memorandum of Understanding

5.4 National Code 2018

National Code of Practice for Providers of Education and Training to Overseas Students 2018

5.5 Onshore student

A student who is residing in Australia for the term/semester and is enrolled and undertaking a program of study with a CRICOS registered education provider.

5.6 Standards for RTOs 2015

Standards for Registered Training Organisations (RTOs) 2015

5.7 TIWA

TAFE International Western Australia (TIWA) is the unit within the Western Australian (WA) Department of Training and Workforce Development responsible for the recruitment, admission and enrolment of international students studying at WA TAFE colleges and WA Government schools. TIWA is a Registered Training Organisation (RTO) and CRICOS registered provider.

5.8 VET

Vocational Education and Training

6. PROCEDURES

6.1 Tuition fee setting for VET courses

- 6.1.1 Each year, the Executive Director Corporate, DTWD advises the General Manager TIWA of the CPI increase to be applied to the previous year's tuition fees.
- 6.1.2 The General Manager TIWA tables the proposed fees at TIWA Executive for review and endorsement. The proposed tuition fees along with a competitor analysis are tabled at TIWA Executive to provide advice on the setting of international student tuition fees for approval by the Minister.
- 6.1.3 Fees endorsed by TIWA Executive are tabled at DTWD's Corporate Executive for review and approval.
- 6.1.4 Fees approved by DTWD's Corporate Executive are recommended to the responsible Minister.
- 6.1.5 The Minister determines the fees for international students and communicates this to TIWA and the TAFE colleges.
- 6.1.6 Increases to international student tuition fees are finalised by 1 August each year, to apply for the next calendar year.

6.2 Tuition fee setting for School courses

- 6.2.1 The Department of Education's (DoE) Enrolment of Students from Overseas Schedule outlines fees and charges for international students enrolling into WA Government Schools. The WA Department of Treasury sets the fees each year as part of the State Government budget process.
- 6.2.2 DoE notifies TIWA of updated fees and charges annually.
- 6.2.3 DoE has a Memorandum of Understanding with DTWD that vests responsibility in TIWA in relation to the collection of fees for tuition and specialist provision for students enrolled through TIWA.
- 6.2.4 TIWA will advise schools if students have unpaid debts in relation to school tuition fees.

7. GUIDELINES

N/A

8. RELATED POLICIES AND OTHER RELATED DOCUMENTS

- *DoE Enrolment of Students from Overseas Schedule (published annually)*
- *DTWD VET Fees and Charges (published annually)*
- *TAFE International Western Australia Fee Payment and Refund Policy*
- *TAFE International Western Australia Recognition of Prior Learning (RPL) Policy*
- *TAFE International Western Australia Credit Transfer Policy*

9. RELEVANT LEGISLATION

- *Education Services for Overseas Students Act 2000*
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018*
- *Schools Education Act 1999*
- *Schools Education Regulations 2000*
- *Vocational Education and Training Act 1996*
- *Vocational Education and Training (Colleges) Regulations 1996*

10. REVIEW DATE

28 August 2026

Development Date		October 2011 Fees Setting Policy	
Revision History			
Review Date	Reviewer Name	Review Reason	Outcome and Changes
2012	A/Director Quality Assurance	Continuous improvement	Minor changes to text
2013	Director Academic Strategy	Review and rewrite	Change of name to International Students Tuition Fees and Related Charges Policy (Version 1.0)
2014	Director Academic Strategy	Continuous improvement	Minor changes to text
2014	Director Academic Strategy	Continuous improvement	Minor changes to text
2015	Director Academic Strategy	Continuous improvement	Change to business processes and procedures
2015	Director Academic Strategy	Continuous improvement	Minor changes to text
2015	Executive Director Service Delivery and Director Academic Strategy	Continuous improvement	Minor changes to text
2016	Director Academic Strategy	Sectoral changes	Updated to reflect the changes to the VET sector in WA in April 2016, in particular name and structure changes to STPs and ETI.
2017	Director Academic Strategy	Continuous improvement	Minor updates to text

2018	Director Academic Strategy	Continuous improvement	Updated to reflect changes to the National Code 2018 and TIWA's business processes. Added fee setting information for schools.
2019	Manager Education Programs	Continuous improvement	Address feedback from RTO audit and continuous improvement
2021	Manager Customer Services	Continuous improvement	Minor changes to text. Policy review V3
2024	Manager Quality and Compliance	Policy review	Updated template and amendments to Policy Statement, Scope, Principles, Background, Definitions and Acronyms, Procedures, Related Policies and Other Related Documents and Relevant Legislation sections.

11. CONTACT INFORMATION

TAFE International Western Australia
Service Delivery Directorate

APPENDIX

N/A