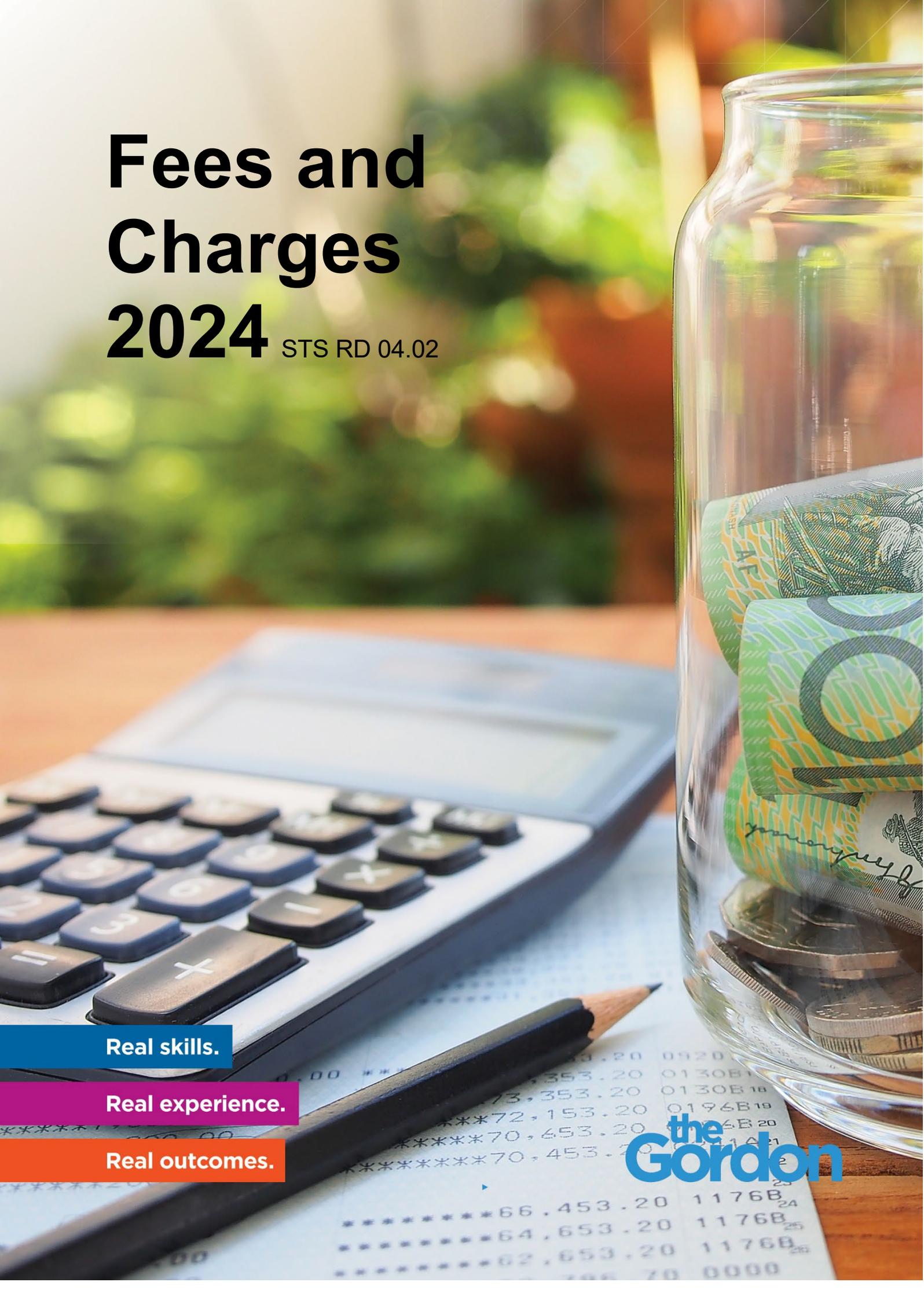


# Fees and Charges 2024

STS RD 04.02



Real skills.

Real experience.

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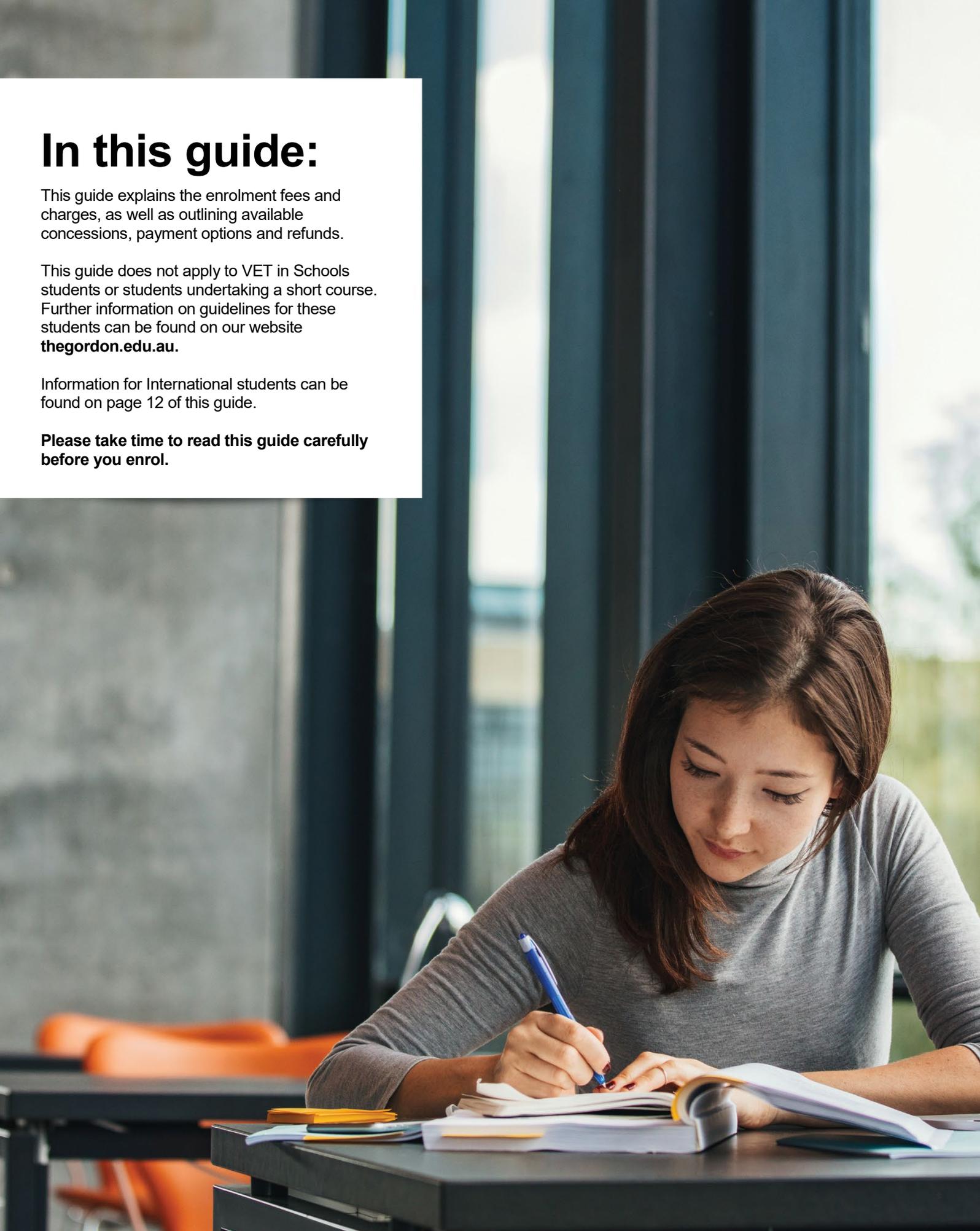
# In this guide:

This guide explains the enrolment fees and charges, as well as outlining available concessions, payment options and refunds.

This guide does not apply to VET in Schools students or students undertaking a short course. Further information on guidelines for these students can be found on our website [thegordon.edu.au](http://thegordon.edu.au).

Information for International students can be found on page 12 of this guide.

**Please take time to read this guide carefully before you enrol.**





**Note:**

*Apprenticeships:* If you are seeking to enrol into an apprenticeship (and any course that you are about to enrol into or are currently completing is an approved pre-apprenticeship pathways course), then you may still be eligible for a Government subsidised place.

*Foundation Skills Courses:* [Click here](#) for a full list of Foundation Skills Courses.

Please contact our Customer Service office on 03 5225 0800 for more details.

## Eligibility Criteria

To be eligible for Government subsidised fees, students must meet the following eligibility criteria:

- An Australian Citizen\* OR
  - A holder of a permanent visa\* OR
  - A New Zealand Citizen\*
- AND
- Not be currently enrolled in or due to commence two or more courses or skill sets, as a Government subsidised student.
- \* You will be asked to provide an online Green ID that has verified your citizenship or residency status.

The 'two at a time' limit applies to both Skill Sets and AQF qualifications but each are treated separately.

This means a student can commence a maximum of two Skill Sets and two AQF qualifications in a calendar year, but cannot do more than two of any type at the same time.

What is the difference between an AQF qualification and a Skill Set?

- **AQF qualification** – is an accredited training program that is defined by a level.  
*EG: Certificate I, II, III, IV, Diploma and Advanced Diploma.*
- **Skill Set** – is an accredited training program that is not defined by a level.

### **NOTE:**

To be eligible to access the Victorian Skills First program, you must be undertaking your training within the state of Victoria. This includes on-line training.

Government subsidies on tuition fees are available to eligible individuals (who must reside in Victoria) up to a maximum number of nominal hours for each course. Once you have accessed the full subsidies, any subsequent enrolments will be charged at a Fee for Service rate.

## Eligibility Exceptions

If you are to undertake training under one of the following arrangements, there may be exceptions that apply:

- Asylum seekers and victims of human trafficking;
- Retrenched workers;
- Young people transitioning from care;
- Skills First Youth Access Initiative;
- Jobs Victoria Employment Network clients.

You must provide the relevant referral documents prior to enrolment.

## Eligibility Exclusions

An individual is NOT eligible for Government subsidised training if they are a student enrolled in a school (excluding School Based Apprentice/Trainee). This includes any Government, Non-Government, Independent or Catholic school as well as a student registered for home schooling in Victoria.

### **NOTE:**

If you are seeking to enrol in an apprenticeship and one of the courses you are currently enrolled in is an approved pre-apprenticeship pathways course, you may be eligible for a Government subsidised place. Please contact our Customer Service office on **5225 0800** for more details.

All students should be aware that accessing their Victorian Skills First entitlement may impact access to further subsidised training.

## Enrolment Fees and Charges

Course fees are charged per unit of study at enrolment and are payable within 14 days of the start date of each unit's study period. To confirm the due date of fees, students can log in to their eCentral account.

If students are unable to pay fees upfront, they may be eligible to apply for a Payment Plan or a VET Student Loan (Tuition fees for Diploma/Advanced Diploma courses only). If fees are not paid on time, or alternative arrangements made, students will not be permitted to undertake any new courses, enrol into further units in their current course and will be unable to access any results or have certificates or academic statements issued until the fees are paid.

Course fees are made up of three components:

- **Tuition Contributions** – Varies from course to course. Tuition is subsidised by the Victorian Government for eligible students.
- **Resource, Administration, Excursion or Materials Fees** – Covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
- **Education Levy** - Funds learning support services and is charged at \$0.15 cents per nominal hour.

### **NOTE:**

Education Levy, Resource, Administration, Excursion or Materials Fees cannot be included in VET Student Loans liabilities.

Fees will be calculated at the time of each enrolment. Any additional enrolment may attract the appropriate additional fees.

Students not eligible for Government subsidised fees will pay a Fee for Service rate. Contact the Customer Service office on **5225 0800** or check The Gordon website for more information.

Applicants will be provided with a *Statement of Fees* when they apply for a course that outlines indicative course fees and other information relevant to fees. **These indicative fees could be subject to change prior to enrolment.** Indicative course fees can be found on our website [thegordon.edu.au](http://thegordon.edu.au).

Students are charged on the nominal hours for a unit. The nominal hours represent the total amount of all teaching and learning time over the full duration of the unit. As such, it includes face-to-face time, teaching support during self-paced learning, course assessments and maintenance, and other support services that must be provided such as library, learner support and IT. Students may use differing amounts of these and the nominal hours are averaged out as fairly as possible.

It is a student's responsibility to participate in training and assessment and/or attend classes as scheduled and to report any absences in a timely manner. Consequences of non-attendance may be withdrawal with the liability for payment of fees remaining should withdrawal be outside the period that allows fees to be refunded or credited.

Students must also ensure contact details are kept up to date by either logging in to their eCentral account and updating, or contacting the Customer Service office at [custservice1@gordontafe.edu.au](mailto:custservice1@gordontafe.edu.au) or calling **5225 0800**. If we cannot contact you in relation to absences, the consequence may be withdrawal with the liability for payment of fees remaining should withdrawal be outside the period that allows fees to be refunded or credited.

### Tuition Contribution

The Tuition Contribution will be charged based on an amount for each nominal hour. This amount will vary for each course.

Students who meet the eligibility criteria for Government subsidised training and are eligible for concessions will pay 20% of the published hourly rate, provided their concession card is presented at enrolment or prior to commencement.

### **NOTE:**

See further details in relation to **Concessions** on page 5.

### Education Levy

The Education Levy is a compulsory fee charged at \$0.15 cents per nominal hour that funds Learning Support Services that assist you to succeed in your studies. This fee will be charged to all students excluding Short Course students, VET Delivered to Secondary School students and International students.

### Additional Expenses/Levies

Some courses have additional costs to cover course materials such as tools for trade, equipment, textbooks, excursions etc. Students will be advised if these expenses apply to them, with appropriate teachers/staff providing an itemised list if required.

Details of additional costs are published on each course page via The Gordon website.

## Additional Enrolments

If a student wishes to add a course or unit/module to their enrolment, or are required to re-enrol into any unit after withdrawal or failure, additional Tuition Contribution and Education Levy fees may apply. Additional expenses/levies may also apply.

Students will be subject to Skills First eligibility criteria for each new course enrolment.

Any additional fees raised will not automatically be added to an already established Payment Plan. You will need to contact the Customer Service office to arrange for your plan to be amended.

### **NOTE:**

Government subsidies on tuition fees are available to eligible individuals up to a maximum number of nominal hours for each course. Once you have accessed the full subsidies, any subsequent enrolments will be charged at a Fee for Service rate.

**Please see your Statement of Fees issued to you on course admission for further details.**

## Concessions

Concession is available on **Certificate I - IV course tuition fees only**. Students must meet the eligibility criteria for the Government Victorian Skills First program, and ALSO hold one of the following:

- Commonwealth Health Care card or
- Pensioner Concession card or
- Any dependent spouse or dependent child of one of the above cardholders or
- Veterans Gold card.

Concession holders who meet the specified requirements, will pay 20% of the published standard Tuition Contribution fees.

In order to claim a concession on tuition fees for Certificate courses, a valid concession card must be presented and a copy provided to The Gordon **at enrolment or prior to commencement** in the course – we are required to keep a copy of your card on file. If a concession card is presented after course commencement, it can only be applied to any units of study not yet commenced.

Concession will apply to each enrolment whilst our records of your concession entitlement are current. Once your current concession card has expired, you will be required to provide updated details (including a new expiry date) of your concession entitlement in order for concession to be applied to future enrolments. Concession must be presented for each new course commencement.

If you are unable to present a concession card, the standard Government funded fees will apply for eligible candidates. Students who do not meet the eligibility criteria for Victorian Skills First funding will be charged the Fee for Service rate.

Asylum seekers and trafficked persons officially referred to The Gordon will automatically be eligible for concession if they also meet the eligibility criteria for the Victorian Skills First funding program for their Certificate course. Students who identify as Indigenous when applying, and who also meet the eligibility criteria for the Victorian Skills First program, will receive concession on Certificate courses, as well as Diploma and Advanced Diploma level courses.

**IMPORTANT: A concession does not apply for students enrolling into a Diploma or Advanced Diploma course unless the student is indigenous and meets the Skills First eligibility criteria.**

## Aboriginal and Torres Strait Islanders

Provided they meet the eligibility criteria for the Victorian Skills First program, Indigenous students will pay 20% of the published standard Tuition Contribution fee. Those who do not meet the eligibility criteria will be charged the Fee for Service rate.

## Scholarships and Grants

Each year The Gordon offers a range of scholarships. Applications can be made online at [The Gordon - Scholarships](#).

Contact the Student Scholarships Officer on 5225 0639 or email [scholarships@gordontafe.edu.au](mailto:scholarships@gordontafe.edu.au) for further information.

## Free TAFE Eligibility / Free TAFE Fees and Charges

### Q: How many courses can I do for free?

A: We have removed the once-in-a-lifetime limit for students who do select Free TAFE pathway programs. This allows you to get fee waivers for multiple Free TAFE programs if the programs are in a designated pathway.

The Free TAFE pathways can be found at [Free TAFE courses at The Gordon TAFE](#).

#### NOTE:

- You have access to only **one** Free TAFE non-pathway program.
- You cannot mix courses from different pathways.
- If you started or completed a pathway program under Free TAFE before 1 January 2023, you can receive the additional fee waivers for any subsequent programs in the same pathway. This is subject to The Gordon determining that each program is suitable and appropriate for the student as part of a pre-training review.
- If you started or completed a program under Free TAFE before 1 January 2023 that **is not** a pathway program, you **are not** entitled to receive an additional fee waiver.
- If you started or completed a Free TAFE program under Job Trainer before 1 January 2023, you can access an additional Free TAFE fee waiver **either** to start a pathway **or** to do one additional non-pathway program.

### Q: Are there other costs involved?

A: If you are eligible for a Free TAFE course, the Victorian Government will cover your tuition fee ONLY. You will still need to pay for the Education Levy and other resources and/or materials fees. Once you have chosen a course, we can provide you with a *Statement of Fees* that outlines the costs you will incur. Details are published on each course page via The Gordon website.

### Q: Can I change courses half way through?

A: Yes, but you can only move to another Free TAFE course within your chosen pathway. Therefore, you need to be sure about which pathway is best for you. If you are unsure of what pathway you would like to take, contact our [Skills and Jobs Centre](#) for career counselling.

### Q: Can an apprentice or trainee apply for a Free TAFE place?

A: Trainees are eligible to access the Free TAFE priority courses if the course is approved for delivery to trainees. Apprentices are not eligible for Free TAFE - under most apprentice awards, employers are required to pay or reimburse tuition fees.

### Q: How do I enrol?

A: You simply need to visit The Gordon's website to complete an online application.

## Recognition of Prior Learning (RPL)

RPL formally recognises a person's existing skills and knowledge towards the achievement of a nationally recognised qualification or *Statement of Attainment*.

Skills may have been gained through:

- work experience;
- formal training and education (you may be eligible for a CT);
- informal training and education;
- general life experience;
- voluntary work.

Each qualification is made up of units of study. To gain RPL, you will need to demonstrate that you have the required skills and knowledge to meet the competencies of the unit.

RPL uses a straightforward yet robust assessment process meaning:

- existing skills and knowledge can be counted toward your qualification;
- a student only needs to do units/modules which are new and challenging;
- course costs may be reduced;
- time is used more effectively;
- a course may be completed sooner.

An upfront payment fee of \$250 will be charged to commence the RPL process. If approved to move forward with the RPL process, further fees for RPL will be charged by course unit/module based on the amount per scheduled hour. Students who meet the eligibility criteria will pay fees according to the standard and concession hourly rates set each year. Students who do not meet the eligibility criteria will pay a Fee for Service rate per hour. This rate is set per course.

Please contact any Customer Service office for further information.

## Credit Transfer (CT)

Successful completion of units or modules completed at a training organisation that is nationally recognised may entitle you to a credit in an equivalent TAFE unit or module:

- Students must provide evidence that the unit/module was successfully completed.
- There is no charge for a CT.

Please contact any Customer Service office for further information.

## Third Party Payment

Fees will only be deferred to a third party if the student provides a fully authorised *Authority to Invoice* form, available from the Customer Service office or teaching departments at The Gordon. **NO other forms of authority will be accepted.**

The Finance department must approve this authority before any fees are deferred.

Fees charged will remain on the students account until the *Authority to Invoice* form has been approved and actioned. If not approved for third party payment, the fees will be the responsibility of the student.

## Short Courses

Various short courses are available and are charged upfront on application. Please see [The Gordon website](#) for further details.

## VET Delivered to Secondary Students (VETDSS)

VETDSS offers a range of programs which may be undertaken alongside your VCE. Fees for study at The Gordon under this program are paid by the students' secondary school as a part of their VCE completion. For further information, please see [The Gordon website](#).

If you choose to study your VCE or VCE-VM at The Gordon, you will be assessed according to our standard application process. Please see [The Gordon website](#) for more details.

## Additional Charges

General additional charges are as follows:

Student ID card replacement	\$10.00
Fee receipt replacement	Free
My eEquals digital award or statement	Free
Hard copy award or statement	\$20.00
Replacement hard copy award or statement	\$50.00
Archive result search and replacement award	\$50.00

## Payment Options

Course fees are charged per unit of study at enrolment and are payable within 14 days of the start date of each unit. To confirm the due date of fees, students can log in to their eCentral account.

If fees are not paid on time, or alternative arrangements made, students will not be permitted to undertake any new courses, enrol into further units in their current course, access any results or have certificates/statements issued until the fees are paid.

Students can make payments online using a credit card or debit card by logging onto their eCentral account.

Payment via debit or credit card is also accepted at any Customer Service office in person or over the phone on 5225 0800.

PLEASE NOTE: NO CASH PAYMENTS ARE ACCEPTED AT ANY LOCATION.

<b>Geelong City Campus:</b>	2 Fenwick Street, Geelong Ground floor, H Building (Latrobe Terrace entrance) Phone: 5225 0800
<b>East Geelong Campus:</b>	Boundary Road, East Geelong H Building Phone: 5225 0800
<b>Werribee Campus:</b>	24 Watton Street, Werribee Phone: 5225 0800
<b>Werribee Princes Campus:</b>	180 Princes Highway, Werribee Phone: 5225 0800

## Payment Plans

### Payment Plan (Certificate I – Certificate IV Courses)

If a student is unable to pay their fees upfront for any Certificate I to IV level course, they may apply for a Payment Plan via [The Gordon website](#).

Students need to ensure that if applying for a Payment Plan that they apply at least 2 weeks prior to the fee due date. The student will receive communication from The Gordon when their application has been processed.

If the Payment Plan application is approved, the following applies:

- An administration fee will be charged when setting up a Payment Plan.
- The total fees owing must be a minimum of \$500.
- Students will be required to make all payments via regular Direct Debit.

If the Payment Plan application is not approved, other options will be advised at this time.

The Gordon reserves the right to change the terms and conditions of the Payment Plan without notice. For further information on Payment Plans, please contact the Customer Service office or visit [The Gordon website](#).

#### NOTE:

Any additional fees raised will not automatically be added to an already established Payment Plan. You will need to contact the Customer Service office to arrange for your Payment Plan to be amended.

### Payment Plan (Diploma and Advanced Diploma Courses)

Students eligible for a VET Student Loan may only apply for a Payment Plan for tuition fees over and above their VET Student Loan Course Cap, as well as other additional expenses and levies.

**Tuition amounts that are eligible to be deferred to a VET Student Loan CANNOT be added to a Payment Plan.**

Students who are not eligible for a VET Student Loan may apply for a Payment Plan for all fees, including tuition (subject to approval).

The Gordon reserves the right to change the terms and conditions of the Payment Plan without notice. For further information on Payment Plans, please contact the Customer Service office or visit [The Gordon website](#).

#### NOTE:

Any additional fees raised will not automatically be added to an already established Payment Plan. You will need to contact the Customer Service office to arrange for your Payment Plan to be amended.

# VET Student Loans (VSL) – for Diploma/Advanced Diploma students only

## What is a VET Student Loan (VSL)?

VET Student Loan (VSL) is an Australian Government loan scheme for the Vocational Education and Training sector:

- VET Student Loan (VSL) debt is repaid through the tax system once a person reaches the [Australian Taxation Office \(ATO\) repayment income](#) threshold, and remains a personal debt obligation until it is repaid to the Commonwealth Government.
- VET Student Loan debt may reduce a person's take-home wage and/or affect borrowing capacity until it is repaid.
- There is no interest charged on VSL debt. However, indexation is added to debt older than 11 months on the 1st of June each year.
- Students undertaking a course on a **Fee for Service** basis may also be eligible to access VSL. A **20% loan fee** will be applied to the amount of VSL assistance provided, and this fee will be included in the students' total VSL debt.
- **Students may wish to seek independent financial advice prior to applying for a VET Student Loan.**

Students studying certain **Diplomas and Advanced Diplomas** who elect not to pay their tuition fees upfront, may be eligible to apply for a VSL to defer the payment of their tuition costs.

Other fees such as Education Levy, Materials Fees, Excursion Fees and Resource fees cannot be deferred to an approved VSL and must be paid directly to The Gordon by the due date or via an approved Payment Plan.

### NOTE:

The Australian Government's VET Student Loans website [dewr.gov.au - VET Student Loans](http://dewr.gov.au - VET Student Loans) provides detailed information about assistance for financing tertiary study.

Interested students must read the [VET Student Loans Information Booklet](#) before applying for a VET Student Loan.

## Who is eligible for VSL?

You may be eligible for VSL if you are:

- An Australian citizen 1.1, or
- A permanent humanitarian visa holder who is usually resident in Australia 1.2, or
- A pacific engagement visa holder who is usually resident in Australia 1.2, or
- A qualifying New Zealand Citizen 1.3

**AND** you also:

- Are seeking to enrol in a VSL eligible course 2.1
- Are assessed as academically suited to undertake the eligible course 2.2
- Have not already accessed 100% of your lifetime HELP balance 2.3
- Have not already accessed 100% of your course's VSL cap 2.4.

1.1. You will be required to provide a copy of your current Australian Passport to prove your citizenship. If you do not have a valid Australian Passport, you will be required to provide your full Australian Birth Certificate (not an extract or commemorative copy) along with other supporting documents as per the Commonwealth Government's requirements.

Contact [fees@gordontafe.edu.au](mailto:fees@gordontafe.edu.au) or contact our Customer Service office to find out what will be required for you.

1.2. You will be required to provide a copy of your Australian Permanent Humanitarian Visa or Pacific Engagement Visa per the Commonwealth Government's requirements.

1.3. To qualify as an eligible New Zealand Citizen, you:

- are a New Zealand citizen who holds a Special Category Visa (SCV); and
- first entered Australia as a dependent minor aged under 18 years; and
- have been residing in Australia for the previous 10 years (that is, you have been present in Australia for at least eight out of the past 10 years); and
- have been residing in Australia for the past 18 months out of the last 2 years.

The documents you will be required to provide are:

- Copy of your current passport (which will need to include a current SCV) – further investigation may be required.
- International Movement Records - form available from [Department of Home Affairs](#).

2.1. Only certain Diplomas and Advanced Diplomas that are linked to industry needs and employment outcomes are eligible for VSL. If you wish to access a loan to study a higher-level VET course, you will need to select one of these eligible courses.

View the list of eligible courses and Course Caps [here](#).

2.2. To be assessed as academically suited to undertake a VSL eligible course, you must:

- Provide a copy of a Senior Secondary Certificate of Education (Year 12 Certificate) issued by an Australian State or Territory, or
- Provide a copy of a Diploma issued for completion of an International Baccalaureate Diploma Programme (IB), or
- Provide a copy of a certificate awarded for any course at an Australian Certificate IV level or above. (This course must have been delivered in English or an overseas qualification that has been assessed by a government agency as equivalent or comparable to a level 4 qualification), or
- Undertake assessment to determine that both reading and numeracy competence is at Exit Level 3 as per the Australian Core Skills Framework (ACSF)

2.3. Find out more about lifetime HELP loan limits [here](#).

2.4. Courses are subject to maximum loan caps, and students will be required to pay tuition fees above that cap (if applicable). Information on course fees and loan caps can be found at [thegordon.edu.au - courses](#). Fees above the course cap will be reasonably apportioned across a specified number of sequential fee periods and each of these fee periods will contain at least one census date. For information on census dates go to [thegordon.edu.au - VET Student Loans](#).

## How do you apply for VSL?

Before you can apply for VSL you must:

- Have submitted an *Expression of Interest* either as part of your course eApplication or on a *VET Student Loan Expression of Interest* form available from our Customer Service office or by emailing [fees@gordontafe.edu.au](mailto:fees@gordontafe.edu.au)
- Have satisfied all academic suitability criteria;
- Have supplied all required documentation to prove that you meet citizenship or residency requirements;
- Have, or have applied for a Tax File Number;
- Have been enrolled for a full 48 hours;
- Have a valid USI (Unique Student Identifier);
- Be over 18 years old or can have a Parent/Guardian approve your VSL application or provide evidence that you are receiving Youth Allowance on the basis that you are independent.

To officially apply for VSL you will complete and lodge a *Request for VET Student Loan* form (eCAF – electronic Commonwealth Assistance Form) through the Commonwealth Government's eCAF Portal.

**Once The Gordon has confirmed your eligibility for VSL, you will receive email communication from the Commonwealth Government on how to access the eCAF Portal and complete your eCAF.**

For all of your tuition fees to be deferred to a VSL, you must complete the Government eCAF form prior to your first census date. Each of your enrolled units has an assigned census date, and you will normally have at least 3 census dates throughout your study.

If you miss a census date, you can still apply for a VSL for your future census dates. However, you will not be able to access a VSL for past census dates and those fees must be paid directly to The Gordon or may be included in a Payment Plan if eligible.

Check the finance section of your eCentral account to find your specific census dates, fees and payment due dates.

## What do you need to do once you have been approved for VSL?

Look out for important VSL communication:

- **VET Student Loan Fee Notice and Statement of Covered Fees:**  
At least 14 days before each census date, we will email you a Notice detailing the fees that will be deferred to your approved loan. This Notice may also include any other tuition amounts that are not covered by your VSL that need to be paid directly to The Gordon by the upcoming census date.
- **Commonwealth Assistance Notice:**  
We will email you a Notice within 28 days of the previous census date to confirm the amount of VSL debt you have incurred and has been reported to the Government on your behalf.
- **Progression Notices:**  
To continue to be eligible for a VSL, you will need to submit a *VET Student Loan Progression Notice* through the Government's eCAF Portal every February, June and October until the completion of your course. You will receive an email notification from the eCAF Portal (as well as an SMS from The Gordon) when it is time to submit your Progression.  
**If you do not complete the Progression form and survey, you may be ineligible to continue accessing your VSL to defer the remainder of your course tuition fees.**

### Changing your mind:

If you no longer want to defer your tuition fees using a VSL, you must notify us by emailing [fees@gordontafe.edu.au](mailto:fees@gordontafe.edu.au).

**If you choose to cancel your VET Student Loan, you will be required to pay the tuition fees directly to The Gordon for any units with future census dates by the due date.**

## Keep your contact details up to date:

We send you important information about your VET Student Loan using your email address and mobile phone so it is important that your contact details are up to date. Login to your eCentral account to change your details or contact our Customer Service office.

## Withdrawing from your course:

If you choose to withdraw from your course or are unable to continue studying, you will not incur any VSL debt for incomplete units with a future census date, as long as your withdrawal advice has been provided in writing to our Customer Service office or your teaching department prior to the unit census date.

To be eligible for a refund or credit of materials fees and other levies, you must complete, sign and return a *Withdrawal and Refund Request* form available from our Customer Service office, your teaching department, or online via your eCentral account.

Any refund or reduction of non-tuition fees is at the discretion of the Program Area.

## Leave of Absence

Where extenuating circumstances prevent a student from being able to complete their units within the timelines specified in the training plan, a leave of absence may be requested. An example of an extenuating circumstance is an unforeseen, temporary medical condition where the student is unable to complete their study in the original timeframe but still complete within 12 months of any absence.

A leave of absence will only be considered for units that the student has commenced. A leave of absence will only be considered if the unit/s can still be completed without breaching any transition and teach-out requirements.

Should a leave of absence result in the student having to return to a newer version of their course as the previous version has been superseded, it may result in the student having to undertake additional units and incur additional fees.

Fees may still apply to units withdrawn during the processing of any approved leave of absence. Refer to *Refund of Fees* on page 11 in this Guide or contact any Customer Service office.

Fees may still apply to units re-enrolled once the student returns from any leave of absence.

Where a leave of absence is granted, assessments already successfully undertaken by the student may be recognised on their return so long as the student recommences the unit within 12 months.

If the student does not return by the agreed date, it may result in full course withdrawal.

### NOTE:

This leave of absence does not apply to the following cohorts:

- Trainees and Apprentices – these students should discuss any leave of absence needs with their Employer and arrange any necessary amendments to their training contract with their Apprenticeship Centre.
- School Based Trainees and Apprentices – these students should discuss any leave of absence needs with their Secondary School.
- International – these students should discuss any leave of absence needs with the International Office at The Gordon - refer *INT FO 02.01 International Student Request/Notification Form*.

## Refund of Fees

### Refunds – Certificate I to IV Courses

In order to cancel or withdraw enrolment from a course or unit, students must provide advice in writing to our Customer Service office or their teaching department. The date this advice is received is the student's official withdrawal effective date and determines whether their tuition fees are refunded or credited.

To be eligible for a refund or credit of materials fees and other levies, students must complete, sign and return a *Withdrawal and Refund Request* form available from our Customer Service office, their teaching department or online via their eCentral account.

If enrolment is cancelled prior to the course start date, a full refund or credit of all fees and levies will be provided. Any materials provided must be returned un-used before the cost of these will be refunded or credited.

If enrolment is withdrawn within 30 days of the unit start date, all tuition fees charged for that unit will be refunded or credited. Any portion of any other fees or levies to be refunded or credited will be at the discretion of the Program Area.

If the enrolment is withdrawn more than 30 days after the unit start date, there will be no refund or credit of tuition fees. Any portion of any other fees or levies to be refunded or credited will be at the discretion of the Program Area.

### NOTE:

If a student's fees remain unpaid at the time they cancel/withdraw and that cancellation/withdrawal is more than 30 days after the unit's start date, the student will still be liable to pay those outstanding fees. Outstanding fees remain on a student's record indefinitely and will affect future enrolment.

Students are required to discuss a course cancellation/withdrawal with their applicable teaching department prior to completing a *Withdrawal and Refund Request* form.

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The method of payment for refunds will be via direct deposit or credit card dependent on the original method of payment.

Any students who fail to attend and do not officially withdraw from their enrolment in writing, and have outstanding fees after the teaching department makes the decision to withdraw in line with Gordon policy, will still be liable for their enrolment fees.

Students will incur penalty charges on any outstanding fees payable to The Gordon and if they default in payment of any fee when due, will indemnify The Gordon from and against all costs and disbursement incurred by The Gordon in pursuing the debt including legal costs on an indemnity basis and The Gordon's reasonable collection agency costs.

## Extraordinary circumstances

Under extraordinary circumstances, a full or partial refund may be approved by the Chief Executive Officer of The Gordon or their delegate. Students must complete the *Application for Refund of Fees* form in eCentral, attaching any relevant supporting evidence. Each case will be considered on its merits.

## Refunds – Diploma and above courses (Including VET Student Loans)

In order to cancel or withdraw enrolment from a course or unit, students must provide advice in writing to our Customer Service office or their teaching department. The date this advice is received is the student's official withdrawal effective date and determines whether their tuition fees are refunded or credited.

To be eligible for a refund or credit of materials fees and other levies, students must complete, sign and return a *Withdrawal and Refund Request* form available from our Customer Service office, their teaching department or online via their eCentral account.

If enrolment is cancelled prior to the course start date, a full refund or credit of all fees and levies will be provided. Any materials provided must be returned un-used before the cost of these will be refunded or credited.

For all courses at the Diploma and Advanced Diploma levels, a refund or credit of all tuition fees charged for the unit will be made if the withdrawal is prior to the unit census date. Any portion of any other fees or levies to be refunded or credited will be at the discretion of the Program Area.

**Once the census date passes, there are no refunds or credits applicable to tuition fees.**

### **NOTE:**

If a student's fees remain unpaid at the time they cancel/withdraw and that cancellation/withdrawal is outside the refund rules outlined above, the student will still be liable to pay those outstanding fees. Outstanding fees remain open on a student's record indefinitely and will affect future enrolment.

Students are required to discuss a course cancellation/withdrawal with their applicable teaching department prior to completing a *Withdrawal and Refund Request* form

The method of payment for refunds will be via direct deposit or credit card dependent on the original method of payment.

Any students who fail to attend and do not officially withdraw from their enrolment in writing, and have outstanding fees after the teaching department makes the decision to withdraw in line with Gordon policy, will still be liable for their enrolment fees.

Students will incur penalty charges on any outstanding fees payable to The Gordon and if they default in payment of any fee when due, will indemnify The Gordon from and against all costs and disbursement incurred by The Gordon in pursuing the debt including legal costs on an indemnity basis and The Gordon's reasonable collection agency costs.

## Extraordinary circumstances

Under extraordinary circumstances, a full or partial refund may be approved by the Chief Executive Officer of The Gordon or their delegate. Students must complete the *Application for Refund of Fees* form in eCentral, attaching any relevant supporting evidence. Each case will be considered on its merits.

Students applying for a refund under the special circumstances provision should document their case for consideration within the timelines stipulated in [VET Student Loan Reviews Procedure \(STS PR 07\)](#).

*All fees and charges are correct at time of publication. The Gordon reserves the right to change these fees and charges without notice.*

*The student tuition fees are indicative only and subject to change given individual circumstances at enrolment.*

*Additional fees may apply.*

*Where GST is applicable to any courses or materials, the fee displayed is inclusive of the GST.*

## Information for International Students

### Enrolment Fees and Charges

Detailed information on fees and charges for International students can be found in the *Fees and Charges Policy (STS PO 04)* available on The Gordon website [here](#).

Course fees are made up of tuition fees and materials/course expenses as listed on the [Course page](#) of the International website. This information is also stated in the offer letter.

### Charging of Fees and Expenses

To accept a course offer and receive a Confirmation of Enrolment (CoE), a deposit of the first semester fee, additional materials/course expenses and visa length Overseas Student Health Cover (OSHC) is required.

Tuition course fees and any materials /course expenses are then charged at enrolment and are payable prior to the commencement of each semester. The fee due dates are included in the offer letter.

### Fee Due Dates

Fees must be paid in full by the fee due date as listed in the offer letter. Fee sanctions will be applied to the student's account for fees outstanding past the due date.

If fees are not paid on time, or alternative arrangements made, students will not be permitted to undertake any new courses, enrol into further units in their current course and will be unable to access any results or have certificates/statements issued until the fees are paid.

Any student with outstanding fees for previous courses or study will not be enrolled into any further units until the overdue fees are paid. Continued failure to pay fees may result in termination of enrolment and risk of cancellation of Confirmation of Enrolment (CoE).

### Scholarships and Grants

Each year The Gordon International offers a range of scholarships.

[Contact The Gordon International team](#) for further information.

### Important Information for Students

Attendance requirements apply for a student visa. International students are required to meet a minimum of 20 scheduled course contact hours per week despite approved RPL or CT.

### Recognition of Prior Learning (RPL) and Credit Transfer (CT)

RPL and CT are managed in accordance with the following documents:

- *Recognition of Prior Learning TED PR 13*
- *Credit Transfer Policy STS PR 24*

If you have previously completed any of the units of competency relevant to your course, you may be eligible for a CT. Any previous relevant experience may qualify you for RPL.

RPL formally recognises a person's existing skills and knowledge towards the achievement of a nationally recognised qualification or *Statement of Attainment*.

Skills may have been gained through:

- work experience;
- formal training and education (you may be eligible for a CT);
- informal training and education;
- general life experience;
- voluntary work.

Each qualification is made up of units of study. To gain RPL, you will need to demonstrate that you have the required skills and knowledge to meet the competencies of the unit.

RPL uses a straightforward yet robust assessment process meaning:

- existing skills and knowledge can be counted toward your qualification;
- a student only needs to do units/modules which are new and challenging;
- course costs may be reduced;
- time is used more effectively;
- a course may be completed sooner.

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An upfront payment fee will be charged of \$250 to commence the RPL process. If approved to move forward with the RPL process, further fees for RPL will be charged by course unit/module based on the amount per scheduled hour. Students who meet the eligibility criteria will pay fees according to the standard and concession hourly rates set each year. Students who do not meet the eligibility criteria will pay a Fee for Service rate per hour. This rate is set per course.

Please contact the [International office](#) for further information.

## Payment Options

Payment of fees can be made in the following ways:

- *Bank cheque or Draft in Australian dollars:*  
All drafts and cheques must be made out to 'Gordon Institute of TAFE'.  
Please make sure that you write your full name and student ID on the back of the draft or cheque.
- *Online eCentral Accounts:*  
Students can make payments online using a credit card or debit card by logging onto their eCentral account.
- *Telegraphic transfer:*  
Bank account details can be found on your invoice.  
You must send a copy of the receipt including your full name and student ID to [custservice1@gordontafe.edu.au](mailto:custservice1@gordontafe.edu.au) to confirm your payment.

## Customer Service

Payment is also accepted at Customer Service via credit card or EFTPOS.

PLEASE NOTE: NO CASH PAYMENTS ARE ACCEPTED AT ANY LOCATION.

<b>Geelong City Campus:</b>	2 Fenwick Street, Geelong Ground floor, H Building (Latrobe Terrace entrance) Phone: 5225 0800
<b>East Geelong Campus:</b>	Boundary Road, East Geelong H Building Phone: 5225 0800
<b>Werribee Campus:</b>	24 Watton Street, Werribee Phone: 5225 0800
<b>Werribee Princes Campus:</b>	180 Princes Highway, Werribee Phone: 5225 0800

## Withdrawal and Refunds

Request to withdraw and/or refund of tuition fees and materials/course expenses will be assessed in accordance with The Gordon's Withdrawal and Refund Policy.

To apply for a refund download the application form from the International Student Portal.

For more information, contact the International Team:

Phone: +61 3 5225 0920 Email: [international@gordontafe.edu.au](mailto:international@gordontafe.edu.au) Website: [www.thegordon.edu.au/international](http://www.thegordon.edu.au/international)

Office Location: City Campus | T1.04

