

Fees and Charges

STS RD 04.02

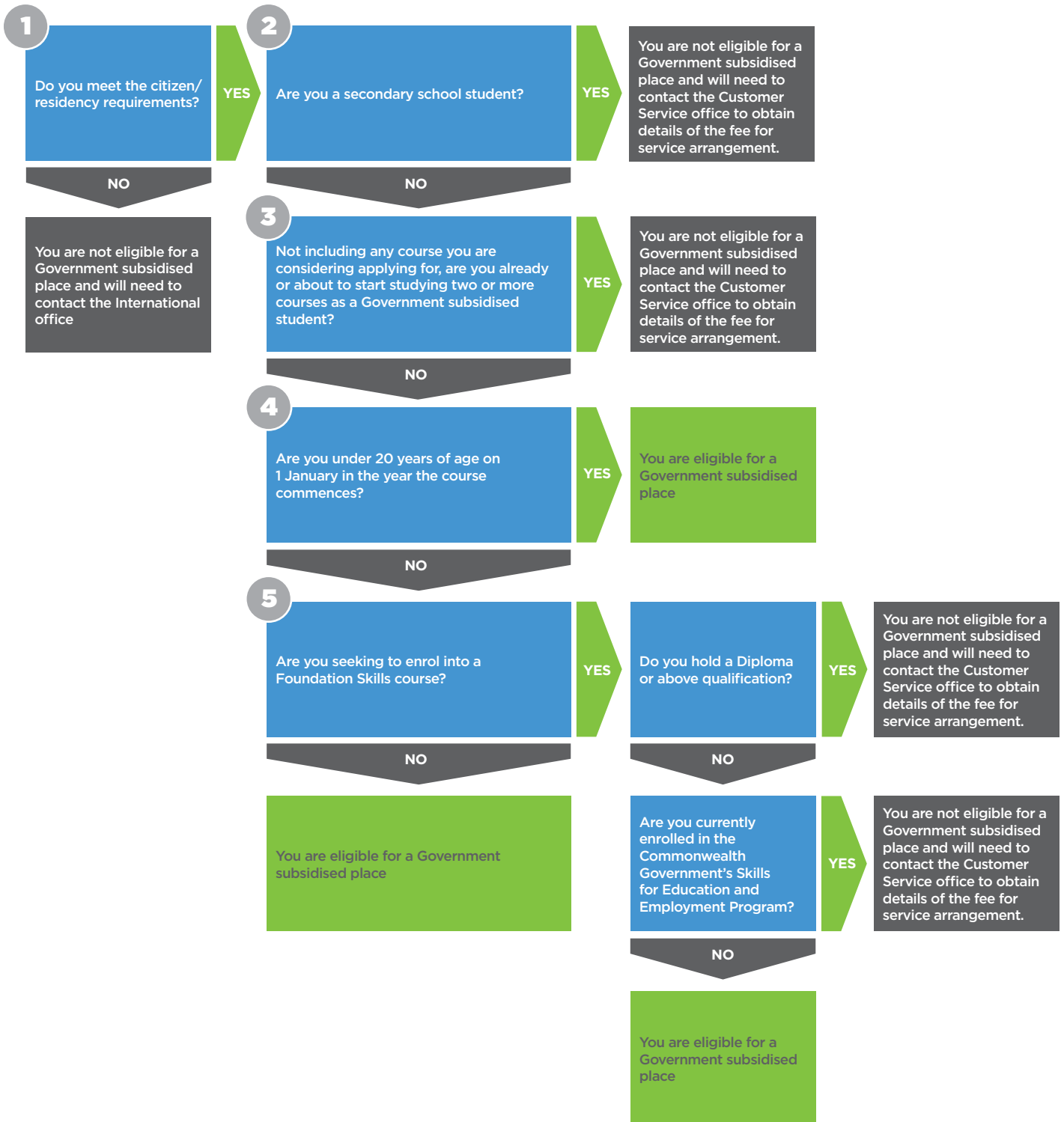


Government eligibility exemptions for TAFE gives you greater access to more courses at an affordable price.

This brochure explains the enrolment fees and charges and outlines available concessions, payment options and refunds. This schedule does not apply to international students, VET in Schools students or students undertaking a short course. Further information on guidelines for these students can be found on our website www.thegordon.edu.au.

Please take time to read this brochure carefully before you enrol.

Eligibility flowchart



Note: If you are seeking to enrol into an apprenticeship, any course that you are about to enrol into or are currently completing is an approved pathways course then you may still be eligible for a Government subsidised place. Please contact our Customer Service Office on 03 5225 0500 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 as a Government subsidised student

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.

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.

Eligibility exceptions

If you are to undertake training under one of the following arrangements there may be exceptions that apply. You must provide the relevant referral documents prior to enrolment.

- Asylum Seekers and Victims of Human Trafficking
- Retrenched Workers
- Automotive Supply Chain
- Young People Transitioning from Care.

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 pathways course you will be eligible for a Government subsidised place. Please contact our Customer Service Office **5225 0500** for more details. All students should be aware that accessing their Victorian Skills First entitlement may impact access to further subsidised training.

* You will be asked to provide an online Green ID that has verified your citizenship or residency status along with copies of your ID documents to establish your citizenship or residency status.

Victorian Skills First funding changes

New changes to The Gordon's funding

As a Government owned TAFE, The Gordon is able to provide exemptions for prospective students to the existing Victorian Skills First upskilling requirement and '2 commencements at level in a lifetime' limitation for 2018.

What does this mean?

It means that even if you already have a qualification and have previously received Government funded training, you may still be eligible for funded training in 2018.

Who will benefit?

This exemption will benefit anyone looking to continue their study, particularly those wanting to change careers or upskill in a specific field.

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 charged they may be eligible to apply for a payment plan (see page 8).

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 statements issued until the fees are paid.

Course fees are made up of two components:

- Tuition Contributions – Varies from course to course. Tuition is subsidised by the Victorian Government for eligible students.
- Resource or Materials Fees – Covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.

Resource or Materials Fees cannot be included in VET Student Loans liability. 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 Customer Service on **5225 0500** or check The Gordon website for more information. Indicative course fees can be found on our website thegordon.edu.au

Applicants will be provided with a statement of fees that outlines indicative course fees and other information relevant to fees.

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 on 5225 0500 or custservice1@gordontafe.edu.au. If we can't 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 prior to commencement.

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. Appropriate teachers/staff will provide an itemised list.

Additional enrolments

If a student wishes to add a course or unit/module to their enrolment, additional Tuition Contributions Fees may apply.

Additional expenses/levies may also apply. 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.

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

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

Concessions

Concession is available on Certificate I - IV courses only, for students who meet the eligibility criteria for the government Victorian Skills First funding program, and ALSO hold one of the following:

- Commonwealth Health Care Card
- Pensioner Concession Card
- Any dependent spouse or dependent child of one of the above cardholders
- 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 I - IV courses, a valid concession card must be presented and a copy provided at Enrolment or prior to commencement in the course. Concession will apply for the full duration of the course, once presented.

If a concession card is presented after course commencement, it can only be applied to any units of study not yet commenced. Concession must be presented for each new course commencement. If you are unable to present a concession card, the standard Government funded fees level 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.

Students who identify as Indigenous when applying and who also meet the eligibility criteria for the Victorian Skills First funding program, will receive concession on Certificate I - IV, as well as Diploma, Advanced Diploma and Graduate Diploma level courses. Asylum Seekers and trafficked persons officially referred to The Gordon after 1 July 2016, will automatically be eligible for concession if they also meet the eligibility criteria for the Victorian Skills First funding program.

We are required to retain a copy of your card.

IMPORTANT: A concession does not apply for students enrolling into a Diploma, Advanced Diploma, Graduate Diploma and Graduate Certificate unless the student is Indigenous and meets the Skills First eligibility criteria.

Note: Any Agency that refers a Job Seeker cannot claim a concession on behalf of that student.

Aboriginal and Torres Strait Islanders

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

Scholarships and grants

Each year The Gordon offers a range of scholarships. Applications can be made online at www.gordontafe.edu.au

Contact the Welfare Project Officer on 5225 0687 or email scholarships@gordontafe.edu.au for further information.

Free TAFE Fees and Charges

Q Are there other costs involved?

A If you are eligible for a free TAFE course, the Victorian Government will cover your tuition fee. You'll still need to pay for other fees, such as student services fees 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.

Q How many courses can I do for free?

A One course only! Once you have commenced your training in a free TAFE course you can't get another tuition free place again, even if you do not complete the course. Therefore you need to be sure about which course is best for you. If you are unsure of what course you would like to complete, contact our Jobs and Skills Centre for industry advise career counselling.

Q Can I change courses half way through?

A Yes, but once you have commenced your training in a free TAFE course you won't be able to undertake another tuition free place, even if you do not complete the course. If you choose to withdraw or swap you will not be able to access free tuition again.

Q I am currently doing a course that is on the Free TAFE Priority Course list. Can I drop out and enrol in the same course in 2019 to get free tuition?

A If you are studying a course on the Free TAFE Priority Courses list and want to formally withdraw from your training provider to enrol at a TAFE in the same course for 2019, the Free TAFE initiative will cover the tuition expenses for the unfinished portion of your course. If you are happy with the course you are currently training, it is recommended that you stay and complete it. Fee reimbursement policies vary at different training providers. Therefore, if you withdraw you may not get reimbursed for the course fees that you have already paid. When deciding what is your best option, you should be aware:

- You may be disadvantaged by delaying your course completion and potential wage earning.
- There will be an increased number of graduates seeking employment from late 2019 onwards so completing your course sooner may improve your employment prospects.
- There will be a high demand for free TAFE courses which may mean not all students wishing to study a free course will be offered a place.

If you are thinking of dropping out to enrol again in 2019, please speak to a careers advisor at your training provider or visit a Skills and Job Centre for guidance.

Q How do I enrol?

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

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 the free training. Under most apprentice awards, employers are required to pay or reimburse tuition fees.

Third party paying

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.

This authority must be approved by the Finance department before any fees are deferred.

Fees charged will remain on the students account until the "Authority to Invoice" has been approved and actioned. If not approved the fees will be the responsibility of the student.

Note: Any agency that refers a Job Seeker will be charged the full non-concession fee. If the Job Seeker is eligible and pays the concession fee, the referring agency will be charged the difference between the concession and full non-concession fee.

Skills recognition (RPL)

Skills recognition, also known as Recognition of Prior Learning (RPL) recognises a person's current skills and knowledge towards the achievement of a nationally recognised qualification or statement of attainment.

Skills may have been gained through:

- Work experience
- Formal or informal training and education
- General life experience
- Voluntary work

Skills recognition uses a straightforward yet robust assessment process which means:

- Existing skills and knowledge can be counted toward a qualification
- A student will only need to do units/modules which are new and challenging
- Course costs may be reduced
- Time is used more effectively
- A course can be completed sooner

Note: RPL will only be available for units/modules which are currently being offered by the Gordon at the time of an RPL application.

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. For further information please contact any Customer Service Office.

Credit transfer

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

Students must provide evidence that the unit/module was successfully completed. An Application for Credit Transfer form is available from Customer Service or program areas.

There is no charge for credit transfer.

For further information please contact any Customer Service Office.

Additional charges

General additional charges are as follows:

Student ID card replacement	\$10.00
Fee receipt replacement	Free
Official Statement of Results	Free
Archive result search	\$50.00
Replacement Statement of Attainment, Participation or Completion	\$40.00
Replacement certificate	\$50.00
Archive result search and replacement certificate	\$100.00

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's study period.

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 and will be unable to access any results or have certificates or statements issued until the fees are paid.

Fee Payment Plan (Certificate 1 – Certificate IV Courses)

If a student is unable to pay their fees for any Certificate I to IV level course they may apply for a Fee Payment Plan.

Students need to ensure that if applying for a payment plan, they submit an application prior to the fee due date. Students who have applied for the Fee Payment Plan still have network access whilst their application is being processed. The student will be advised when their application has been processed.

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

- An administration fee will be charged when setting up a payment plan
- The total fee must be a minimum of \$500
- A minimum of 10% deposit is required and must be paid at the commencement of the payment plan
- Students will be required to make all further payments via regular Direct Debit

If the Fee 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 Fee Payment Plan without notice.

For further information on Fee Payment Plans please contact the Customer Service Office.

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 plan to be amended

Fee Payment Plan – Diploma and Advanced Diploma Course

Students eligible for a VET Student Loan may only apply for a Fee Payment Plan for tuition over and above their course loan cap, as well as other additional expenses and levies NOT their courses loan capped tuition fee.

Students who are not eligible for VET Student Loans will be eligible to apply for a Fee Payment Plan for all fees.

The Gordon reserves the right to change the terms and conditions of the Fee Payment Plan without notice.

For further information on Fee Payment Plans please contact the Customer Service Office.

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 plan to be amended

Making Payment

Students can make payment online via credit card or debt credit card by logging onto their eCentral account.

Payment is also accepted at the following Customer Service locations via: cash, cheque, credit card or EFTPOS.

City Campus: Latrobe Terrace Entrance, Geelong
Level 1, Building G North
Phone: 5225 0800

East Campus: Boundary Road, East Geelong
A Building, Level 1
Phone: 5225 0500

Colac Campus: 173 Queen Street, Colac, 3250
Phone: 5231 9800
(**NO** cash payments taken)

Werribee Campus: 24 Watton Street, Werribee, 3030
Phone: 5225 0666
(**NO** cash payments taken)

VET Student Loans

Students studying certain Diplomas and Advanced Diplomas who elect not to pay their tuition fees upfront may be eligible to apply for a VET Student Loan to defer the cost of their Tuition Contribution. Courses will be subject to maximum loan caps and students will be required to pay any fee over and above that cap. Information on course fees and loan caps can be found at <http://www.thegordon.edu.au/courses/award-courses>

Only certain Diplomas and Advanced Diplomas that are linked to industry needs and employment outcomes are eligible for VET Student Loans. 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 at studyassist.gov.au/sites/StudyAssist.

VET Student Loans is an Australian Government loan scheme for the Vocational Education and Training sector that is part of the Higher Education Loan Program (HELP).

To be eligible for VET Student Loan assistance for a unit of study, you must be either:

- An Australian citizen, or
- The holder of a permanent humanitarian visa who will be resident in Australia for the duration of the unit you are seeking VET Student Loan assistance
- A qualifying New Zealand citizen (see below) AND
- Be enrolled into a course eligible for a VET Student Loan (to establish which courses are eligible go to studyassist.gov.au/sites/StudyAssist)

Note: You will be required to provide a copy of your passport or permanent humanitarian visa as part of the VET Student Loan application process. If you do not have a valid Australian Passport you will be required to provide your full Australian Birth Certificate along with the required supporting documents as per the Commonwealth Governments requirements. Talk to our Customer Service Officers to find out what will be required.

Eligible New Zealand Special Category Visa (SCV) holders who meet the requisite criteria will be able to access Vet Student Loans. To be eligible, you will have:

- to be a New Zealand citizen who holds a Special Category Visa (SCV); and
- first entered Australia as a dependent minor aged under 18 years; and
- 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) at the time of application for the loan; and
- been residing in Australia for the past 18 months out of the last 2 years at the time of application for the loan; and
- to meet the other eligibility criteria for a HELP loan under the Higher Education Support Act 2003 (HESA).

Note: You will be required to provide the following documents as part of your application:

- Copy of the SCV which can be obtained from the Department of Immigration and Border Protection website border.gov.au/vevo
- Copy of current passport
- Lodging a Request for International Movement Records form available from the Department of Immigration and Border Protection website border.gov.au/Trav/Ente/GoIn/monitoring-people-movement

Note: All students under the age of 18 will be required to have a Parent/Guardian approve their VET student Loan application or provide evidence that they are receiving Youth Allowance on the basis that they are independent.

It is important to note that New Zealand citizens who gain permanent residency (PR) in Australia would lose their SCV status and therefore become ineligible for Vet Student Loans for all units of study with census dates after the date your SCV status is lost.

Students must have been assessed as academically suited to undertake the eligible course and their Student Loans balance must be greater than zero.

Holders of other permanent visas and New Zealand citizens who are NOT eligible for VET Student Loans assistance may apply for a payment plan. Students eligible for VET Student Loans may only apply for a Fee Payment Plan for tuition over and above their course loan cap as well as other additional expenses and levies NOT their courses loan-capped tuition fee.

For further information, please visit studyassist.gov.au/sites/studyassist/helpfulresources/pages/faqs-nz.

Why choose VET Student Loans?

- VET Student Loans assists eligible students to pay for all or part of their VET tuition fees when studying one or more accredited courses. These fees are due to be paid in full or deferred to Vet Student Loans on or prior to each census date.
- Additional costs such as materials fees cannot be deferred via the VET Student Loans scheme and must be paid within 14 days of the start date of each unit's study period or a payment plan set up for payment.
- The amount of the VET Student Loan cannot be greater than the students remaining FEE-HELP balance.
- Tuition fees 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 <http://www.thegordon.edu.au/future-students/fees-charges/fee-help>.
- A VET Student Loan debt is repaid through the tax system once a person reaches the minimum income threshold level of repayment. The VET Student Loan remains a personal debt obligation until it is repaid to the Commonwealth and may affect (by reducing) a person's take-home (after tax) wage or salary until the debt is repaid. It may also affect the borrowing capacity of the person until the debt is repaid to the Commonwealth.
- Students undertaking a course on a fee for service basis may also be eligible to access VET Student Loans. A 20% loan fee will be applied to the amount of VET Student Loan assistance provided and this fee will be included in the total VET Student Loan debt applicable to Fee for Service students only.
- Students may wish to seek independent financial advice prior to applying for any VET Student Loan.

To apply for VET Student Loan a student must:

- Have been enrolled a full 48 hours prior to submitting their application, and
- Meet the citizenship or residency requirements, and
- Provide a Tax File Number, and
- 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 certificate awarded for any course at an Australian Certificate IV level or above. (This course must have been delivered in English), or
- Undertake assessment to determine that both reading and numeracy competence is at Exit Level 3 as per the Australian Core Skills Framework (ACSF), and
- Complete and lodge a 'Request for VET Student Loans Assistance Form' prior to the census date.

Census dates for each unit of study are predetermined and the student will not incur VET Student Loan liability until after each census date. Institute census dates are specified on the Gordon website at

thegordon.edu.au/future-students/fees-charges/fee-help

Students can view the census date for each enrolled unit in the Study Plan section of their eStudent account.

The census date will also match the due date of each tuition fee charged which can be viewed in the Finance

section of students' eStudent account.

Note: Students may be required during the course to communicate their agreement that the Commonwealth continue to use the VET student loan to pay their tuition fees for the course.

- Students will be issued with a VET Student Loan Fee Notice 14 days prior to each census date. This will provide information about the tuition fees to be covered by the VET student loan, the amount of HELP debt to be incurred by the census date, and those payable by the student over the loan cap by the census date.
- Within 28 days of each census date passing, students will be issued with a Commonwealth Assistance Notice (CAN). This will detail the VET student loans debt that has been incurred for their course and will allow them to keep information on their remaining FEE_HELP balance.

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 Liaison 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.

If enrolment is withdrawn within 30 days of the unit's study period 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's study period 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.

Refunds or credits may be available for unit withdrawals, recognition of prior learning, course cancellation or RTO closure.

PLEASE 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 study period 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 withdrawal/cancellation with their applicable teaching department prior to completing a withdrawal or refund request form.

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

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

Students will be charged penalties charges on any outstanding fees payable to the Gordon and if they default in payment of any invoice 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. Students must complete the 'Application for Refund of Fees Form' (STS FO 03.02), 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 from a course or unit, students must provide advice in writing to our Customer Liaison Office or their teaching department. The date this advice is received is the student's official withdrawal effective date and determines whether tuition fees are credited or refunded.

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.

For all courses at the Diploma, Advanced Diploma, Graduate Certificate or Graduate Diploma level, 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.

Refunds or credits may be available for unit recognition of prior learning, course cancellation or RTO closure.

Please 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 if they remain unpaid.

Students are required to discuss a course withdrawal/cancellation with their applicable teaching department prior to completing a withdrawal or refund request form.

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

Students who fail to attend and do not officially withdraw in writing from their enrolment 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 be charged penalties on any outstanding fees payable to the Gordon and if they default in payment of any invoice 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. Students must complete the "Application for Refund of Fees" (STS FO 03.02) form 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 the VET Student Loans Reviews Procedure.

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.

Continuing government eligibility exemptions for TAFE can now give you greater access to more courses at an affordable price. Changes to the two course rule and holding a higher qualification rule, now mean there are more government funded positions for more students. Conditions apply, so talk to us today!

For further information:
thegordon.edu.au

City Campus

Latrobe Terrace Entrance, Geelong
Level 1, Building G North
P: 5225 0800

East Campus

Boundary Road, East Geelong.
A Building
G Building, Level 1
P: 5225 0800

Werribee Campus

24 Watton Street, Werribee
P: 5225 0666

Hoppers Crossing Trades Campus

124 Old Geelong Road, Hoppers Crossing
P: 5225 0800

Colac

173 Queen Street, Colac
P: 5231 9800

