Fees and charges for 2020

STS RD 04.02
In this guide

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 thegordon.edu.au.

Please take time to read this brochure carefully before you enrol.
“Studying at The Gordon has opened up many opportunities. The facilities are a great learning tool, and the teachers are all nurses which helps. We also have access to the lab that provides us with time to practice our nursing care.”

EDAN GRANGER
DIPLOMA OF NURSING

“Not only does The Gordon teach you the theory side of the industry but more importantly, the practical side. I am currently working as a casual bookkeeper and am completing my third year of a Bachelor of Commerce, majoring in Accounting at Deakin University.”

JENNY LUONG
ADVANCED DIPLOMA OF ACCOUNTING

“The Gordon provided a hands-on experience, covering all the core skills. The course gave me excellent problem-solving and time management skills, and the ability to deliver a high standard of work.”

RYAN DARLING
ADVANCED DIPLOMA OF BUILDING DESIGN (ARCHITECTURAL)

We focus on practical training; less theory, more experience.
We have a widely known reputation for quality, trusted in Australia and overseas.

Real skills.

Real experience.

Real outcomes.

Eligibility flowchart

1. Do you meet the citizen/residency requirements?
   - NO
     - You are not eligible for a Government subsidised place and will need to contact the International office.

2. Are you a secondary school student?
   - YES
     - You are eligible for a Government subsidised place.
   - NO

3. During your lifetime have you commenced two or more courses at the same level you are seeking to enrol into (excluding any Foundation Skills courses and senior secondary certificates or any VET certificates completed as part of your secondary school studies)?
   - YES
     - You are not eligible for a Government subsidised place and will need to contact the Customer Service office to obtain details of the fee for service arrangement.
   - NO

4. Are you already or about to start studying two or more courses as a Government subsidised student?
   - YES
     - You are not eligible for a Government subsidised place and will need to contact the Customer Service office to obtain details of the fee for service arrangement.
   - NO

5. Are you under 20 years of age on 1 January in the year the course commences?
   - YES
     - You are eligible for a Government subsidised place.
   - NO

6. Are you seeking to enrol into a Foundation Skills course?
   - YES
     - Do you hold a Diploma or above qualification?
       - YES
         - You are eligible for a Government subsidised place.
       - NO
         - You are not eligible for a Government subsidised place and will need to contact the Customer Service office to obtain details of the fee for service arrangement.
   - NO

7. Are you seeking to enrol into an apprenticeship or a VCE or VCAL qualification?
   - YES
     - You are eligible for a Government subsidised place.
   - NO

8. Is the course you are seeking to enrol into at a higher level than any other qualification you currently hold (excluding any Foundation Skills courses and senior secondary certificates or any VET certificates completed as part of your secondary school studies)?
   - YES
     - You are eligible for a Government subsidised place.
   - NO

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 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

• Enrolling in a course that is at a higher qualification level than the highest qualification you already hold at the time your course is due to commence.

AND

• Not currently enrolled in or due to commence two or more courses as a Government subsidised student

AND

• Not applying for a course at the same level as they have commenced two or more times in their lifetime.

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
• Skills First Youth Access Initiative
• Back to Work Scheme
• Jobs Victoria Employment Network Clients.

Eligibility exemptions
As a Government owned TAFE, The Gordon is able to provide exemptions for prospective students to the existing Victorian Skills First up-skillling requirement, ‘2 commencements at a time’ and ‘2 commencements level in a lifetime’ limitation for a limited number of courses.

What does this mean?
It means that if you are applying to the appropriate course even if you already have a qualification and have previously received Government funded training, you may still be eligible for funded training. Our website will indicate if the course you are applying for offers eligibility exemptions.

NDIS & Family Violence Initiatives
Commencement or completion of courses under either of these initiatives will not impact future entitlement to funded training and will not be taken into account when assessing up-skillling or number of courses at a time or in a lifetime eligibility criteria. More information can be found on the course pages on the Gordon website: thegordon.edu.au/courses/all-courses.

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, nongovernment, 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 may be eligible for a Government subsidised place. Please contact our Customer Service Office 9225 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.
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.

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.

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@gordonafe.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. Details are published on each course page via the Gordon website. 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 course tuition fees 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 to each enrolment whilst our records of your concession entitlement are current. Once this is no longer current, 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. 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.

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.gordinstitute.edu.au

Contact the Welfare Project Officer on 5225 0687 or email scholarships@gordinstitute.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 resource 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 Is there a limit on places in a Free TAFE course?
A In order to ensure that the training we offer is high quality and that students will be job-ready when they finish, there is a limit on places for some courses. Our website will indicate where these limits apply.

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 a future intake to get free tuition?
A If you are studying a course on the Free TAFE Priority Courses list and want to formally withdraw and apply for the same course in a future intake, the Free TAFE initiative can cover the tuition expenses for the unfinished portion of your course, provided there are places available. If you are happy with the course you are currently training, it is recommended that you stay and complete it. If you withdraw you may not be eligible for a refund or credit of 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 a future intake, please speak to our Jobs and Skills Centre for industry advice or career counseling.

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.
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.
There is no charge for credit transfer. For further information please contact The Customer Service Office.

Additional charges
General additional charges are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID card replacement</td>
<td>$10.00</td>
</tr>
<tr>
<td>Fee receipt replacement</td>
<td>Free</td>
</tr>
<tr>
<td>Official Statement of Results</td>
<td>Free</td>
</tr>
<tr>
<td>Archive result search</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replacement Statement of Attainment, Participation or Completion</td>
<td>$40.00</td>
</tr>
<tr>
<td>Replacement certificate</td>
<td>$50.00</td>
</tr>
<tr>
<td>Archive result search and replacement certificate</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

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 via the forms available on The Gordon website.
Students need to ensure that if applying for a payment plan, they submit an application prior to the fee due date. 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
- Students will be required to make all 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 tuition amounts that are eligible to be deferred to a VET Student Loan.
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 debit card by logging onto their eCentral account.
Payment is also accepted at the following Customer Service locations via: cash, cheque, credit card or EFTPOS.

Geelong
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
(Thursday’s only, NO cash payments taken)

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

Princes Campus: 180 Princes Highway, Werribee, Phone: 5225 0650
(NO cash payments taken)

Trade Campus: 124 Old Geelong Road, Hoppers Crossing, Phone: 5225 0968
(NO cash payments taken)
VET Student Loans (VETSL)

What is a VETSL?
You must read the VET Student Loans Information Booklet docs.education.gov.au/node/42391 before applying for a loan.
VETSL is an Australian Government loan scheme for the Vocational Education and Training sector. Students studying certain Diplomas and Advanced Diplomas who elect not to pay their tuition fees upfront may be eligible to apply for VETSL to defer the cost of their tuition costs.

VETSL debt is repaid through the tax system once a person reaches the minimum income threshold and remains a personal obligation until it is repaid. VETSL debt may reduce a person's take-home wage and/or affect borrowing capacity until it is repaid.

There is no interest charged on VETSL 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 VETSL. 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.


Who is eligible for VETSL?
You may be eligible for VETSL if you are:

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

AND you also:

- Are seeking to enrol in a VETSL eligible course
- Are assessed as academically suited to undertake the eligible course
- Have not already accessed 100% of your lifetime HELP balance
- Have not already accessed 100% of your course’s VETSL cap.

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 the SCV which can be obtained from the Department of Home Affairs homeaffairs.gov.au
- Copy of current passport

2.1. Only certain Diplomas and Advanced Diplomas that are linked to industry needs and employment outcomes are eligible for VETSL. 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 education.gov.au/vet-student-loans

2.2. To be assessed as academically suited to undertake a VETSL 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 International Baccalaureate Diploma Programme (IB) diploma, 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 at studyassist.gov.au/help-loans

2.4. Courses are subject to maximum loan caps, and students will be required to pay tuition fees above that cap. Information on course fees and loan caps can be found at thegordon.edu.au/courses/award-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/future-students/fees-charges/fee-help.
How do you apply for VETSL?
Before you can apply for VETSL you must:

• Have submitted an Expression of Interest either as part of your course application or on a VETSL Expression of Interest Form available from Customer Service
• 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
• Be over 18 years old or can have a Parent/Guardian approve your VET Student Loan application or provide evidence that you are receiving Youth Allowance on the basis that you are independent.

To officially apply for VETSL you will complete and lodge a ‘Request for VET Student Loans Assistance Form’ through the Commonwealth Government’s eCAF Portal. Once The Gordon has confirmed your eligibility for VETSL, you will receive email communication from the Commonwealth Government on how to access the Portal and complete your eCAF.

For all of your tuition fees to be deferred to a VET Student Loan you must complete the Government eCAF 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 VET Student Loan for your future census dates. However, you will not be able to access a VET Student Loan for past census dates and those fees must be paid upfront or may be included on a Gordon payment plan if it meets the criteria.

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 VETSL?

Look out for important VETSL communication:

VET Student Loan Fee Notice and Statement of Covered Fees:
Before each census date, we will email you a notice detailing the fees that will be deferred to your loan and any amounts that might need to be paid.

Commonwealth Assistance Notice:
We will also email you a Commonwealth Assistance Notice after the census date to confirm the amount of VETSL debt you have incurred.

Progression Points:
To continue to be eligible for a VET Student Loan, you will need to submit a VET Student Loan progression form through the government’s eCAF system every February, June and October until the completion of your course. You will receive an email notification when it’s time to submit your progression. If you do not complete the form and survey, you may be ineligible to continue accessing VET Student Loans to defer the remainder of your course tuition fees.

Changing your mind:
If you no longer want to defer your tuition fees using a VET Student Loan, you must notify us by emailing fees@gordontafe.edu.au. If you choose to cancel your VET Student Loan, you will be required to pay the fees for any units with future census dates upfront.

Keep your contact details up to date:
We send you important information about your VET Student Loan via your email and mobile phone so it is important that your contact details are up to date. Login to your eCentral account to change your details.

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

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 Customer Service, your teaching department, or online via your eCentral account.
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. 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’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.

PLEASE NOTE: If a student’s fees remain unpaid at the time they cancel with draw 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 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 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 or their delegate. 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. Any materials provided must be returned un-used before the cost of these will be refunded or credited.

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.

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 or their delegate. 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.
### Geelong

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Geelong City Campus</td>
<td>2 Fenwick St, Geelong, Victoria, 3220</td>
<td>5225 0800</td>
</tr>
<tr>
<td>East Geelong Campus</td>
<td>Boundary Road, East Geelong, Victoria, 3219</td>
<td>5225 0800</td>
</tr>
</tbody>
</table>

### Wyndham

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Werribee Campus</td>
<td>24 Watton Street, Werribee, Victoria, 3030</td>
<td>5225 0666</td>
</tr>
<tr>
<td>Hoppers Crossing Trades Campus</td>
<td>195 Old Geelong Rd, Hoppers Crossing, Victoria, 3029</td>
<td>5225 0800</td>
</tr>
<tr>
<td>Werribee Princes Campus</td>
<td>180 Princes Hwy, Werribee, Victoria, 3029</td>
<td>1300 954 371</td>
</tr>
</tbody>
</table>

### Colac

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colac Trade Training Centre</td>
<td>173 Queen St, Colac, Victoria, 3250</td>
<td>5231 9800</td>
</tr>
</tbody>
</table>