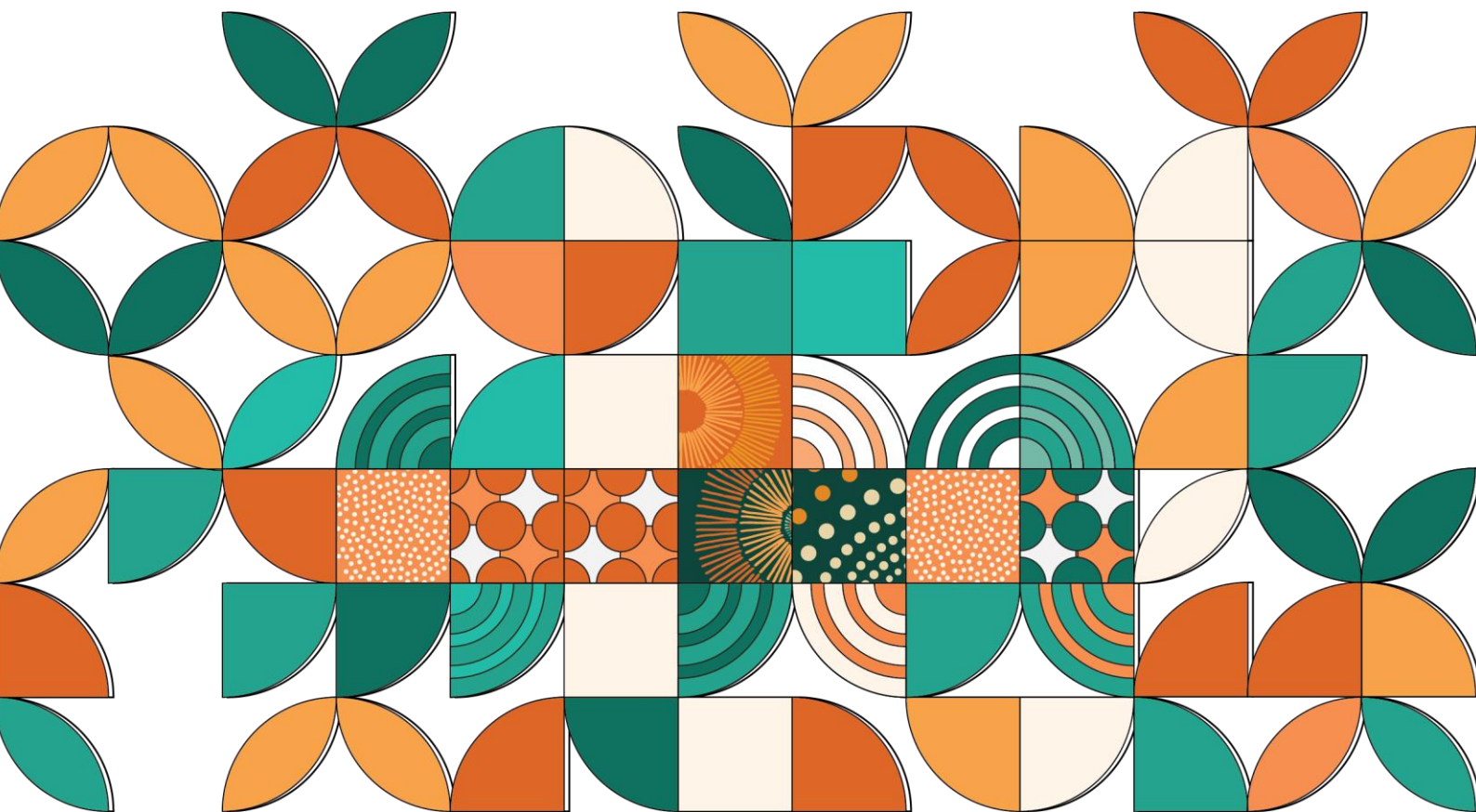


Fees Policy



SECTION 1

1. Purpose

- 1.1 Institute of Health and Nursing Australia (IHNA) charges and collects fees for vocational education and training (VET) in accordance with the Standards for Registered Training Organisations 2015, the Education Services for Overseas Students Act 2000 (ESOS Act), the VET Student Loans Act 2016, the Skills First Contract, the Smart and Skilled Fee Administration guidelines, and the Department of Training and Workforce Development (DTWD) Fees and Charges Policy.
- 1.2 This policy clearly outlines the fees IHNA applies for educational and associated services.
- 1.3 IHNA ensures that all prospective and ongoing students are fully informed and protected by offering detailed and accurate fee information.

2. Scope

- 2.1 This policy applies to all students who are commencing, have commenced or are continuing their studies with IHNA.
- 2.2 Students enrolled at the IHNA must pay all fees and charges as specified and agreed upon in the Letter of Offer and Acceptance (Written Agreement).

3. Definitions

- 3.1 Refer to IHNA's [Glossary of Terms](#).

SECTION 2

4. Policy

5. Determining tuition fees

- 5.1 IHNA determines the tuition fees for each approved and offered course. Current course fee details are available on the website or can be obtained through telephone and email enquiry.
- 5.2 Students pay the fees or charges outlined in this policy (referred to as 'Full fees for services') for enrolment in any course offered by IHNA. All fees are stated in Australian dollars (AUD).

- 5.3 In determining tuition fees, IHNA will not consider the method or timing of student payment by students, nor the payment of loan amounts by the Secretary to the provider. For example, IHNA will not charge different fees based on whether a student pays upfront, requests a loan, or makes a payment before a specific date ahead of the census day.
- 5.4 In determining tuition fees, IHNA will not consider the following:
- Fees related to activities beyond assessing academic suitability, course enrolment, tuition, examinations, or awarding a qualification upon completion.
 - Charges for goods or services essential to the course or any fines or penalties imposed on students.
 - Costs associated with providing goods or services that are not essential for the entirety or part of the course.
 - Fees for special admissions tests.

6. Tuition fees for Government funded courses

- 6.1 Tuition fees for all Government subsidised programs at all levels are based on Nominal hours of enrolled units/modules. They will be calculated in accordance with the relevant guidelines and policy on fees and charges.
- 6.2 Tuition Fee Concessions and Exemptions:
- Tuition Fee Concessions and Exemptions (VET Funding Contract-Skills First Program, Smart and Skilled program only):
 - For courses at or below Certificate IV level, IHNA may offer a concession tuition fee set at 20% of the standard published tuition fee.
 - Tuition Fee Concessions (DTWD, WA Funding only):
 - Tuition fees will be charged at a concessions rate as specified in the VET Fees and Charges Policy.
- 6.3 Recognition of Prior Learning (RPL) for VET courses
- Recognition of Prior Learning (RPL) for VET courses will incur a tuition fee equivalent to 50% of the standard unit price.

7. Variation of Tuition Fee

- 7.1 The published student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply, such as student service and resource fees. For Government funding students, fees may change as per the funding contract requirements. IHNA reserves the right to increase its course or tuition fees and charges from time to time without notice.
- 7.2 IHNA reserves the right to adjust fees and refunds in the event of a change in the student's visa status (refer to the Refund Procedure for detailed information).
- 7.3 IHNA may only vary a published tuition fee for a VET Student Loan approved course or a part of a course:
- If the secretary has given the provider written approval of the proposed variation or
 - If the change:
 - Occurs before the published census date;
 - Does not disadvantage the students enrolled in or seeking to enrol in that course or part of the course; and
 - Is necessary to correct an administrative error or deal with a change in circumstances.

8. Course Fee

- 8.1 A Course fee is a total of the administration/Enrolment fee (if applicable) and Tuition fees for each course offered.
- 8.2 The administration fee is non-refundable. This condition applies to all applicants and enrolled students.

9. Fees Other than Tuition Fee

- 9.1 IHNA will not impose additional fees for goods and services that fall under its responsibility, such as those related to enrolment, records management, IT support, and similar services.
- 9.2 Students must cover the costs associated with mandatory requirements needed to undertake a course, such as criminal history checks, immunizations, and similar

obligations.

- 9.3 Students will not be charged fees for items that they retain as personal property. These items must be purchased separately by the student.

10. Late Payment Fee

- 10.1 A Late Payment Fee is the fee payable when the student misses their fees on or before the due date of the invoice or scheduled Payment Plan. Currently, the late payment fee is \$50 per month.

11. Professional Experience Placement Reassessment Fee

- 11.1 Professional Experience Placement Reassessment fee is charged for students who are required to repeat/extend/change their clinical/workplace placement component.

12. Fees for Re-issuance Certificate

- 12.1 A fee is charged for the re-issue of a certificate (refer to the Certification, Issuing and Recognition of Qualifications and Statements of Attainment Procedure for detailed information).

13. Fee Payment

- 13.1 Students are required to pay course fees at the start of the course. Those unable to pay in full may apply for a payment plan. Certificates and Statements of Attainment will only be issued to students who have paid all fees in full or entered into a valid Direct Debit Agreement.

14. Payment Plan

- 14.1 A payment plan may be approved for a student in eligible courses if a student has difficulty paying the full tuition fees. Payment plan arrangements can vary between courses, and conditions may apply.

15. Tuition Fee Protection

- 15.1 Students are not required to pay more than \$1500 in advance for services not yet provided. Refund policies are fair and equitable and meet the requirements of Australian Consumer Law (refer to the Refund Policy and Procedure for detailed information).
- 15.2 If an international student chooses to pay more than \$1500 before the course start date,

IHNA will protect the initial paid amount using the Tuition Protection Service (TPS) (refer to the Tuition Protection Service Policy and Procedure for detailed information).

16. Notification of Fees

16.1 IHNA will provide comprehensive fee information for each course before enrolment. This includes details of all associated costs, payment terms, deposit requirements, available payment plans, and refund information. The Tuition Fee schedule for the VET Student Loan approved courses is published on the IHNA [Website](#).

17. Responsibilities

1.1 The Chief Financial Officer is responsible for implementing this policy.

SECTION 3

18. Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Admission and Enrolment Policy • Admission and Enrolment Procedure • Refund Policy • Refund Procedure • Tuition Protection Service Policy • Tuition Protection Procedure • Certification, Issuing and Recognition of Qualifications and Statements of Attainment Policy • Certification, Issuing and Recognition of Qualifications and Statements of Attainment Procedure • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure • Refunds and Re-crediting Student Loan Balances Policy
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations 2015 • VET Student Loans Rules 2016 • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Enrolled Nurse Accreditation Standards 2017 • Australian Core Skills Framework • Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled)
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Date Endorsed	01/09/2023

Date of Effect	01/09/2023
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Approval Authority	Executive Management Committee
Responsibility for Implementation	Finance Committee and Chief Financial Officer
Document Custodian	Chief Financial Officer
IHNA DocID	IHNA-FP1-6.1
Department	Finance
SRT02015 Stds and sub-standards	Standards for RTOs 2015 -Clauses 5.1 to 5.3 - Clause 7.3

19. Change History

Version Control		Version 6.1
Version No.	Date	Brief description of the change, incl. version number, changes, who considered, approved, etc.
V.5.0	04/03/2021	Revised and updated with pertinent sections.
V.6.0	27/07/2024	Updated in the new template and logo. Revised, edited with minor changes.
V.6.1	10/01/2025	Included a clause in sub-section 7 regarding fee variation based on individual circumstances at the time of enrolment and changes in visa status. Added information in the Associated Information section including Responsibility for Implementation.