

Administration of Student Enrolment, Fees and Charges Policy

Section 1 - Purpose

(1) This Policy has been developed to advise institute staff, prospective and current students that Melbourne Polytechnic complies with initiatives, rules and requirements of both State and Federal Governments in relation to the administration of student enrolments, fees and charges.

- a. [2018-19 Skills First TAFE VET Funding Contract](#)
- b. [Higher Education Support Act \(HESA\) 2003](#)
- c. [VET Provider Guidelines](#)
- d. [VET Student Loans \(Courses and Loan Caps\) Determination 2016](#)
- e. [VET Student Loans \(Charges\) Regulations 2017](#)
- f. [Education Services for Overseas Student \(ESOS\) Act 2000](#)

Section 2 - Principles

(2) Requirements of State and Commonwealth initiatives, rules and legislation will be monitored on an ongoing basis by the Academic Registrar and the [Administration of Student Enrolment, Fees and Charges Guidelines](#) will be amended to comply with changes as they occur.

(3) The Director Student Acquisition will be responsible for administering this Policy and ensuring that all enrolment officers are conversant with the requirements of the [Guidelines](#).

(4) This Policy must be read in conjunction with the [Administration of Student Enrolment, Fees and Charges Guidelines](#).

Section 3 - Scope

(5) This policy applies to Melbourne Polytechnic staff and all current and prospective VET, HE and International students.

Section 4 - Definitions

(6) ESOS: [Education Services for Overseas Students Act 2000](#)

(7) HE: Higher Education

(8) HESA: [Higher Education Support Act 2003](#)

(9) VET: Vocational Education and Training

Section 5 - Responsibility and Accountability

| Task | Responsibility | Notes |
|--|------------------------------|-------|
| Monitor State and Commonwealth rules, regulations and legislation and update the Administration of Student Enrolment, Fees and Charges Guidelines as required. | Academic Registrar | |
| Administer this Policy and ensure that all enrolling officers are conversant with the requirements of the Administration of Student Enrolment, Fees and Charges Guidelines . | Director Student Acquisition | |

Section 6 - Supporting Documents and Templates

(10) This policy is supported by the following documents and templates:

Related Documents:

- a. [Administration of Student Enrolment, Fees and Charges Guidelines](#).

(11) This policy is supported by a range of legislation:

Legislation:

- a. [2018-19 Skills First TAFE VET Funding Contract](#)
- b. [Education Services for Overseas Student \(ESOS\) Act 2000](#)
- c. [Higher Education Support Act \(HESA\) 2003](#)
- d. [Higher Education Support \(VET\) Guideline 2015](#)
- e. [VET Student Loans \(Charges\) Regulations 2017](#)
- f. [VET Student Loans \(Courses and Loan Caps\) Determination 2016](#)

Status and Details

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|--------------------------------------|---|
| Status | Current |
| Effective Date | 14th December 2018 |
| Review Date | 14th December 2023 |
| Approval Authority | Executive Leadership Committee |
| Approval Date | 14th December 2018 |
| Expiry Date | Not Applicable |
| Policy Owner | Cathy Frazer Executive Director People and Student Success |
| Policy Implementation Officer | Marin Radobuljac Academic Registrar |
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