

Student Enrolment, Fees and Charges Policy

Section 1 - Purpose

(1) This Policy sets out Melbourne Polytechnic's overarching commitments and principles for the administration of student enrolments, fees and charges. It ensures compliance with applicable State and Commonwealth legislation, funding arrangements and regulatory requirements, across Vocational Education and Training (VET), Higher Education (HE) and international education.

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

Section 2 - Scope

(3) This Policy applies to:

- a. All Melbourne Polytechnic staff involved in providing advice, processing enrolments, or administering fees and charges for prospective and enrolled students across VET, HE and onshore international programs.
- b. Current and prospective VET, HE and International students.

Section 3 - Policy

Policy Statement

(4) Melbourne Polytechnic is committed to administering student enrolments, fees and charges in a manner that is transparent, accurate and consistent. All fees and charges will be set, applied and collected in accordance with approved pricing processes, relevant legislation, and contractual and funding requirements.

Policy Principles

Minimum Age for Enrolment

(5) Melbourne Polytechnic applies a minimum age requirement for enrolment to ensure compliance with Victorian Government compulsory education requirements. Except where an exempt cohort applies, students enrolling in Vocational Education and Training (VET) courses must be at least 17 years of age on or before the course commencement date.

(6) For Higher Education courses, the minimum age requirement is detailed in the [Admission \(HE\) Policy](#).

Fees and Charges

(7) Student fees and charges will be approved annually through authorised institutional processes and must only be applied in accordance with State and Commonwealth legislation, funding contracts, and regulatory instruments. Fees will not be charged in advance or outside timeframes permitted under the applicable funding requirements, relevant legislation or Melbourne Polytechnic Policy.

Conditions of Enrolment

(8) Enrolment and continued participation in classes are conditional on the payment of all applicable fees and charges, or the establishment and maintenance of an approved payment or loan arrangement, in accordance with the [Student Enrolment, Fees and Charges Guidelines](#).

Fee Protection

(9) Melbourne Polytechnic is committed to protecting prepaid student fees and meeting all applicable tuition protection and fee protection requirements for VET, Higher Education and international students.

Refunds

(10) Refunds of student fees and charges will be assessed and processed in accordance with legislative requirements, funding rules and the [Student Enrolment, Fees and Charges Guidelines](#).

Section 4 - Responsibility and Accountability

(11) The Academic Registrar is responsible for:

- a. monitoring compliance with this Policy on an ongoing basis; and
- b. ensuring the [Student Enrolment, Fees and Charges Guidelines](#) are reviewed and amended as required to reflect legislative or regulatory changes.

(12) The Director Student Acquisitions is responsible for:

- a. administering this Policy; and
- b. ensuring relevant staff, including Enrolment Officers, are informed of and adhere to the requirements of the associated Guidelines.

Section 5 - Procedure(s) and/or Overarching Policies

(13) [Student Enrolment Fees and Charges Guidelines](#)

(14) For all other related Melbourne Polytechnic policies, procedures, legislation, regulation and supporting documents, refer to the Associated Information tab of this policy.

Section 6 - Definitions

(15) For the purpose of this Policy the following definitions apply:

- a. HE: Higher Education
- b. HESA: Higher Education Support Act 2003
- c. International students: Students from overseas who are studying in Australia on a Student Visa
- d. Skills First funding Program: A government subsidy scheme that reduces the cost of approved vocational education and training for eligible students.
- e. VET: Vocational Education and Training

Status and Details

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Policy Owner	Cathy Frazer Executive Director People and Student Success
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