

POLICY AND PROCEDURE

PP05 FEES AND CHARGES

PURPOSE

NITA's Fees and Charges Policy and Procedure provides applicants and trainees and Voyages, as their employer, with accurate, timely and relevant information in relation to all fees and charges related to their course of interest, including, but not limited to:

- tuition, student services and training amenity fees and additional expenses, and
- subsidies provided through Commonwealth funding for both training places.

SCOPE

NITA is committed to providing students, both prospective and actual, with clear and accurate information regarding fees and charges in relation to their enrolment as a trainee.

This Policy and Procedure falls within the following NITA Student Experience segment:

- Engage.

VET DEFINITIONS

Additional expenses refers to equipment or items that become the physical property of the individual and that are not consumed during the course.

Applicant means a prospective NITA student or interested party.

Prepaid fees means fees collected before the relevant services have been provided. These include payments made at any time before, during or after the learner enrolls.

Student means an enrolled person who has agreed to use the services provided by NITA and has accepted a contracted traineeship training place. Accordingly, student also refers to a trainee.

Tuition means any training and assessment and support service delivered by NITA.

POLICY AND PROCEDURE

NITA is committed to ensuring that no student is disadvantaged. This **Fees and Charges Policy and Procedure** sets out to ensure the following principles are adhered to by all staff responsible for the pre-enrolment, application and enrolment of student:

- **Transparency** – the fees and charges arrangement is transparent and students have access to the necessary information to make informed decisions regarding their training options.
- **Accessibility** – equitable access to training.

NITA adheres to all regulatory and statutory requirements about fees and charges, or any subsequent relevant directions in regard to the imposition and collection of tuition fees and other fees for fee-for-service training, together with financial and accountability requirements with regards to student fees.

Payment of Fees and Charges

Given the unique Commonwealth funding arrangement for Indigenous trainees, no student is required to contribute to any fees and charge related to their training.

POLICY AND PROCEDURE

PP05 FEES AND CHARGES

Where additional expenses are required to fulfil the training and assessment activities, these will be fully paid for by:

- The employment service agency of any eligible jobseeker, or
- Voyages for all other students.

Setting of Fees and Charges

The fees and charges for each course are determined on an annual basis by the NITA Chief Executive Manager, which cover all:

- Tuition fees
- Course learning and assessment materials
- Conduct of all assessments
- In-house NITA student support services and NITA amenities.

Fees and Charges Information

All applicants are advised that all fees and charges are fully subsidised through Commonwealth Indigenous funding, with no requirement to contribute to any fees and charges. This is informed via the **Course Flyer**.

Third Party Payment of Additional Expenses

Where an enrolling student is a registered jobseeker with a Commonwealth employment services agency, such as Workforce Australia or NDIS, NITA will negotiate payment of the student's additional expenses. This is issued through an itemised invoice directly to the employment services agency. The student will be advised by the Talent team of this transaction and co-contribution.

Should the employment services agency not agree to pay for these expenses, Voyages will take responsibility for payment, following the principle of not disadvantaging any incoming student.

Fees and Charges Refunds

Given that the student does not contribute to any fees and charges related to its training course, they are under no circumstances eligible for a refund should they opt to withdraw.

RELATED DOCUMENTS

Deferral and Withdrawal Form
Course Flyer

RELATED POLICIES AND PROCEDURES

Application and Enrolment Policy and Procedure
Complaints and Appeals Policy and Procedure
Deferrals and Withdrawal Policy & Procedure
Marketing Policy and Procedure

PUBLISHING DETAILS

POLICY AND PROCEDURE: PP05 Fees and Charges

VERSION: 3

RELEVANCE: NITA RTO Operations Manager
Training Manager

APPROVED BY: NITA Chief Executive Manager

APPROVED DATE: 16/02/2026

REVIEW DATE: 28/02/2027

POLICY AND PROCEDURE

PP05 FEES AND CHARGES



REVISION HISTORY:

VERSION	DATE	DESCRIPTION OF REVISIONS	REVISED BY
1	30/06/2022	Created	Program & Compliance Manager
2	30/01/2023	Update of Qualification Code, Employment services name Publishing Details (Relevance), Related Policies & Procedures correction update	Director NITA
3	18/08/2023	Updated for new NITA roles	NITA CEM
3	06/02/2025	Minor updates	NITA CEM
3	30/06/2025	Reviewed as part of the new Outcome Standards 2025	NITA CEM
3	13/02/2026	Minor updates	C&R Mgr