

**There is some important information that you need to know before enrolling in your course at Box Hill Institute. You will be able to discuss any further queries with us before you receive an offer.**

## Entry Requirements and Course Prerequisites:

Each course has different entry requirements and course prerequisites. You can find these listed on the [Box Hill Institute website](#) on each course page under “Entry Requirements”.

## Pathways Options and Study Options:

Box Hill Institute has a wide range of courses that are pathways to higher-level courses, either with us or through one of our partner universities. One of the benefits of completing a pathway course is the opportunity to gain two qualifications. Visit our [website](#) for more information.

## Reconnect Program:

Box Hill Institute offers a program called Reconnect, which provides comprehensive support to people across Melbourne between the ages of 17 and 64 to help them engage with learning and work. You may be eligible to access the Reconnect Program if you:

- Are between 17 and 64 years old
- Have not completed Year 12 or equivalent, which includes VCE (year 12), Senior VCAL and a Certificate II or higher
- Have not been employed full time for the last 12 consecutive months

If you meet the criteria or would like to discuss the Reconnect program, then contact our Reconnect unit on 03 9286 9682 or via email at [reconnect@boxhill.edu.au](mailto:reconnect@boxhill.edu.au).

## Student Life:

Box Hill Institute provides a wide range of support and services to our students such as:

1. Personal, Educational and Career Counselling
2. Welfare
3. Disability Liaison
4. Indigenous support
5. Student Support Workers

More information can be found on our [website](#).

## Fees:

In general, the costs of training include:

1. Tuition fee
2. Core Skills Support fee
3. Course Teaching materials and/or Retained Course Items
4. Additional fees like service and amenities
5. Any other extra charge depending upon the course requirement that are not Course Teaching Materials or Retained Course Items

Further information can be found on our [website](#). We will provide you with the statement of fees prior to your enrolment.

## Skills First Program:

The training for government subsidised courses is delivered with Victorian and Commonwealth Government funding under the Skills First Program.

## Eligibility to Skills First Funding:

The Victorian Government provides subsidised places for eligible residents into a variety of TAFE courses.

You may be eligible for a government-funded course if you are:

1. An Australian or New Zealand Citizen or Permanent Resident OR
2. An Asylum Seeker/victim of human trafficking (you must have an ARC/ASRC referral, or online VEVO validation by Box Hill Institute staff)
3. Living in Victoria for the duration of your studies

**AND** are any of the following:

- a. under 20 years of age
- b. any age and seeking to enrol in a Foundation Skills List course (and do not hold a Diploma or above qualification or are not already enrolled in Commonwealth 'Skills for Education and Employment' program)
- c. any age and seeking to enrol in VCE or VCAL
- d. any age and seeking to enrol in an apprenticeship (not traineeship)
- e. 20 years and older and 'upskilling' by seeking to enrol in a course at a higher level than your existing qualification

**AND** finally, that you are:

- I. Commencing or concurrently studying no more than 2 government-subsidised courses in a calendar year
- II. commencing no more than 2 government-subsidised courses at the same Australian Qualification Framework level in your lifetime

If you are enrolled at a secondary school, you will not be able to receive a government-subsidised training place for a course unless you are undertaking the course as part of a School-Based Apprenticeship or Traineeship. The Government supports schools in other ways to offer vocational training to their students.

Each year, Box Hill Institute may have a limited number of Eligibility Exemptions available. You should discuss all your options with our staff.

Note: age is calculated as of the first of January in the calendar year in which you wish to enrol.

## Impact on Future Eligibility:

Accessing a government subsidised place delivered by Box Hill Institute will affect your future training options and eligibility for further Government Subsidised training under the Skills First Program.

Please visit our [website](#) for further information.

## Exemptions:

You may be entitled for exemptions like Skills First Youth Access Initiative, Community Based Order, Judy Lazarus Transition Centre if you meet the eligibility criteria. Further information can be found on our website.

## Concessions:

If you meet the Skills First eligibility criteria and are enrolling in a VCE/VCAL or Certificate I-IV level course, you may be eligible for relevant concession rates if you hold or are listed as a dependent on:

1. Commonwealth Health Care Card
2. Pensioner Concession Card
3. Veterans' Gold Card
4. if you are an Asylum Seeker/victim of Human Trafficking

For indigenous students the concession rate applies to all course levels from a Certificate I to Graduate Diplomas.

Concession rates only applies to the tuition fee. You must have your valid card or proof at enrolment to receive the tuition fee discount. Your eligibility and fees will be discussed with you prior to releasing an offer.

## VET Student Loan::

VET Student Loans is an Australian Government student loan scheme that covers all or part of the tuition costs. You will be required to pay it back via tax once you reach a certain income level in that financial year.

To be eligible for a VET Student Loan, you must meet the eligibility criteria, which is that you must:

1. Be an Australian Citizen, Qualifying New Zealand citizen or permanent humanitarian visa holder
2. Be enrolling into an approved course
3. Have Australian Tax File Number (TFN)
4. Have a Unique Student Identifier (USI)
5. Submit the VET Student Loan application prior to the first census day; and
6. Have either:
  - a. Completed Australian Year 12; or
  - b. Completed Australian Qualification Framework Certificate IV or higher qualification; or
  - c. Obtained at least a Level 3 in both the reading and numeracy profile

For more information, visit our [website](#) or [VET Student Loans Students](#).

## FEE-HELP::

FEE-HELP is an Australian Government loan scheme that enables you to defer part or all of your tuition fees. Your HELP debt is repaid through the tax system. Box Hill Institute can offer you FEE-HELP if you are an eligible student enrolling in a Higher Education Bachelor degree, Associate Degree, Graduate Diploma or Masters level course only.

A 25% loan fee applies and is added onto your FEE-HELP debt.

To be eligible for FEE-HELP, you must meet the eligibility criteria, which means you must:

- Be Australian citizen or
- A permanent humanitarian visa holder or
- Have a New Zealand Special Category Visa holder who meets residency requirements or
- Have a sufficient combined HELP loan balance available.

Please note that Permanent resident are not eligible for FEE-HELP.

For more information, visit [FEE-Help](#) page on our website.

## Payment Plans:

A Payment Plan is an agreement with [Debit Success](#), the largest direct debit provider in Australasia.

Box Hill Institute offers Payment Plans to enable you to:

1. make weekly or fortnightly re-payments from your nominated bank account via direct debit
2. spread the fees over the duration of the course
3. final instalment is due by 4 weeks prior to your course finish date for the calendar year

The payment plan is subject to the following administrative fees:

- a small amount of initial setup fee plus
- billing fee (based on value of payment plan)

Further information about the eligibility and payment plan terms can be found on our [website](#).

## Fee Refund Policy:

If for any reason, you decide to withdraw from your course, you need to withdraw:

- **before classes have started** or **within 4 weeks of the course start date** for Certificate I – IV Level course
- **on or prior to the unit census date** for a Diploma, Advanced Diploma & Vocational Graduate Certificates Course

To get the -

- Full tuition and amenities fees and ,
- may be a portion of the material fees and
- Payment Plan cancellation

You are not eligible for a refund for a unit once the census date has passed. The Core Skills Support fee is non-refundable. For details of census date and [Withdrawals and Refunds](#) visit our website.