

Concessions

This fact sheet provides information about concessions under Skills First.

Who can get a concession?

Card holders

You must give a Skills First student a concession on their tuition fees for training at a certificate IV level or below and in skill sets if they hold a current and valid:

- ✓ Health Care Card issued by the Commonwealth
- ✓ Pensioner Concession Card
- ✓ Veteran's Gold Card.

Dependants

A student who is a dependant spouse or dependant child of a card holder is also entitled to a concession.

The dependant is usually listed on the card. If they aren't, ask the student about their dependant relationship to the card holder as part of enrolment. Attach this information to the student's file with the card evidence.

Other concession entitlements

Even if they don't have a concession card, a student is entitled to a concession if they:

- ✓ self-identify as being of Aboriginal or Torres Strait Islander descent, for training at any level
- ✓ enrolled under the Asylum Seeker VET Program for training at certificate IV level or below or in skill sets.

How much can I charge?

You must not charge a concession student any more than 20% of your published standard tuition fee. The standard fee is the amount you'd charge a non-concession student in the same program at the same time.

You apply a concession rate for all the hours they've paid tuition fees for - even if their concession entitlement expires before they complete those hours.



Our contribution

We'll pay a contribution towards the revenue you lose when you're required to charge concession rates. This is called the fee concession contribution.


We calculate the fee concession contribution by multiplying:

Scheduled hours you're entitled to be paid

by the **lesser** of

4 times the hourly tuition fee paid by the student

the 'maximum fee concession contribution per hour' for the program in the funded programs report

 The scenarios at the end of this fact sheet show how we determine the hourly rate we pay and how we calculate the fee concession contribution payment.

You can track your concession activity using the current claim status export report in the 'claims' section of SVTS.

When we don't pay a contribution


You don't have to grant a concession on non-tuition fees (for example, materials fees). You can if you choose, but we don't pay a concession contribution towards non-tuition fees.

You can charge any student lower or zero tuition fees if you choose, for example, if they're in financial hardship. But we only pay a fee concession contribution if the student is eligible for a concession.

Checking evidence

Check before the training starts

You must check a student's concession entitlement before their training starts, as part of the enrolment process.

 It doesn't matter if the card will expire before the training starts or during the training, as long as it's current when you check it as part of enrolment.

Grace period

If a student can't show you their concession as part of enrolment, you can allow a reasonable grace period for them to show it after training starts. You must have a documented business process for how the grace period is applied.

If you allow a grace period, the concession must have been valid at the time the student started their training. You must keep a record of the start date or 'valid from' date of the concession card to show this.

You can determine the start date of a card as follows:

- physical concession card – displays the start date
- Express Plus Centrelink mobile app via its digital wallet – displays the start date
- Centrelink Confirmation eServices – does not display the start date. However, you can enter a 'point in time' check for the last 18 months to find a concession card's validity on a chosen date.

The Document Verification Services (DVS) doesn't display the start date of the card, so you will need to ask the student for it and attach a record of it to their file.

Rechecking concession

You might need to check the student's concession again after training starts, depending on how you charge tuition fees.

If you don't charge all fees for an enrolment in a program in one instance (for example, you charge per semester, year or subject), you must recheck the student's concession entitlement when you invoice them for new fees.

If you charge all fees upfront but arrange with the student to pay in instalments (a payment plan), you don't need to re-check their concession entitlement each time you invoice the student for an instalment amount.

Superseding programs



You don't have to recheck a student's concession entitlement when moving them to a superseding version of a program that's part of the same enrolment.

Sighting and retaining evidence

You must sight and retain evidence of a student's concession entitlement in a way that lets us confirm it for audit or review purposes.

You must document the date you checked the concession entitlement, showing it was current and valid at the time.

There are four options for sighting and retaining evidence of concession. These are shown in the table on the next page.

 SIGHT	 RETAIN
<p>1. Original documents</p> <p>You can sight the physical card or a letter from the card issuer confirming the student is entitled to a concession.</p>	<p>You must retain a copy and indicate the date you sighted it.</p> <p>Remember to make sure that your copy shows the:</p> <ul style="list-style-type: none"> • concession holder's name • card number • 'valid from' or card start date • expiry date.
<p>2. Digital card</p> <p>You can sight a concession status displayed on an Express Plus Centrelink mobile app via its digital wallet. This can't be a screenshot or reproduced image of the digital card.</p> <p>A concession card displayed in the digital wallet is current and valid unless:</p> <ul style="list-style-type: none"> • EXPIRED appears across the card • the card no longer shows up in the digital wallet. 	<p>You'll need to retain a written declaration on the student's file that shows the:</p> <ul style="list-style-type: none"> • name of your authorised delegate who sighted the card • date the card was sighted • concession holder's name • card number.
<p>3. Centrelink Confirmation eServices extract</p> <p>You can extract a record from Centrelink Confirmation eServices.</p>	<p>You'll need to retain the extract and it must show the:</p> <ul style="list-style-type: none"> • date the extract was made • concession holder's name • card number.
<p>4. Document Verification Service (DVS)</p> <p>To use the DVS, you must engage a Gateway Service Provider. This is an organisation authorised by the Commonwealth Government to match information requests to and from the DVS.</p>	<p>When you use the DVS, you don't have to sight and retain a copy of the student's physical card.</p> <p>You'll need to sight confirmation from the Gateway Service Provider that the card holder's details on their card match a current record in the DVS database. You'll need to retain a transaction record that shows:</p> <ul style="list-style-type: none"> • the concession holder's name • that the name and card number were verified to match a DVS record. <p>The DVS doesn't show what type of concession card the student holds, so you need to ask the student to give you this as part of your enrolment process. Attach a record of this information to their file to verify it's a type of card we accept.</p>



Reporting

The two key reporting fields for reporting concession are the:

- fee concession/exemption type identifier, which identifies the relevant fee concession or fee waiver you granted
- the client tuition fee, which records in cents, the hourly fee charged to the student – that is, the concession amount you charged them.



The scenarios at the end of this fact sheet show how we use this data to calculate your fee concession contribution payment.

Indigenous Students

To get a concession contribution for your students who self-identify as being of Aboriginal or Torres Strait Islander descent, report:

- the indigenous status identifier category indicated by the student
- fee concession/exemption type identifier 'O' - other (where they don't have another concession card).

Asylum Seekers

To get a concession contribution for your students who are Asylum Seekers, report them against funding source identifier 'ASP' or 'ASL'.

If they're enrolled in a program where you need to report a different funding source identifier (for example, identifier 'GSP' for skill sets), report the fee concession/ exemption type identifier, 'A' – Asylum Seeker.



Further information

- [Guidelines about Fees](#)
- [Victorian VET Student Statistical Collection Guidelines](#)
- [Guide to SVTS Claims](#)
- Submit an enquiry via [SVTS](#)

Fee concession scenarios

Scenario 1	How do you report the concession?	How do we determine the concession contribution we pay to you?	How much do we pay you?
<p>Sam enrolls in your Certificate III in Technical Security program.</p> <p>They have a current and valid Health Care Card.</p> <p>Your standard tuition fee for this program is \$600, so you charge Sam a concession fee of \$120 (20% of your standard tuition fee).</p> <p>You plan to deliver 424 scheduled hours of supervised training and assessment.</p>	<p>You report the fee exemption/concession type Identifier 'H' to let us know Sam has a Health Care Card.</p> <p>You'll need to convert the \$120 that Sam paid to an hourly rate by dividing it by the scheduled hours: ($\\$120 \div 424$) = \$0.28 per hour.</p> <p>You'll report this amount in cents in the client tuition fee field in your NAT120 file, formatted as: 00028.</p>	<p>First, we calculate the amount per hour you didn't receive from Sam because we required you to grant a fee concession.</p> <p>We do this by multiplying the hourly tuition fee amount you charged Sam (\$0.28) by 4 (\$1.12). This is the 80% you didn't receive.</p> <p>Then we compare this amount to the program's maximum concession contribution rate per hour published in the funded programs report (FPR). If the maximum is:</p> <ul style="list-style-type: none"> • higher than \$1.12, we calculate the contribution based on \$1.12 per hour • lower than \$1.12, we calculate the contribution based on the maximum concession contribution per hour in the FPR. <p>In this case, the maximum concession contribution per hour in the FPR is higher at \$3.26 per hour, so the concession contribution payment will be based on \$1.12 per hour.</p>	<p>We pay your concession contribution at the same time and in the same way we pay your hourly subsidy payment.</p> <p>So, for each scheduled hour you are entitled to be paid funds, you will receive a concession contribution payment of \$1.12 per hour.</p> <p>When, for example, you are paid for 10 scheduled hours, you will receive a concession contribution payment of \$11.20 ($\\1.12×10 hours).</p>

Scenario 2	How do you report the concession?	How do we determine the concession contribution we pay to you?	How much do we pay you?
<p>Ashfaq enrolls in your Certificate IV in Music Industry.</p> <p>He has a current and valid Health Care Card.</p> <p>Your standard tuition fee for this program is \$4,015, so you charge Ashfaq a concession fee of \$803 (20% of your standard tuition fee).</p> <p>You plan to deliver 730 scheduled hours of supervised training and assessment.</p>	<p>You report the fee exemption/concession type Identifier 'H' to let us know Ashfaq has a Health Care Card.</p> <p>You'll need to convert the \$803 that Ashfaq paid to an hourly rate by dividing it by the scheduled hours: $(\\$803 \div 730) = \\1.10 per hour.</p> <p>You'll report this amount in cents in the client tuition fee field in your NAT120 file, formatted as: 00110.</p>	<p>First, we calculate the amount per hour you didn't receive from Ashfaq because we required you to grant a fee concession.</p> <p>We do this by multiplying the hourly tuition fee amount you charged Ashfaq (\$1.10) by 4 (\$4.40). This is the 80% you didn't receive.</p> <p>Then we compare this amount to the program's maximum concession contribution rate per hour published in the funded programs report (FPR). If this amount is:</p> <ul style="list-style-type: none"> • higher than \$4.40, we calculate the contribution based on \$4.40 per hour • lower than \$4.40, we calculate the contribution based on the maximum concession contribution per hour in the FPR. <p>In this case, the maximum concession contribution rate per hour in the FPR is lower at \$4.06 per hour, so the concession contribution payment will be based on \$4.06 per hour.</p>	<p>We pay your concession contribution at the same time and in the same way we pay your hourly subsidy payment.</p> <p>So, for each scheduled hour you are entitled to be paid funds, you will receive a concession contribution payment of \$4.06 per hour.</p> <p>When, for example, you are paid for 10 scheduled hours, you will receive a concession contribution payment of \$40.60 (\$4.06 x 10 hours).</p>

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