



Guide to ASQA's fees and annual registration charges

Effective 1 July 2017

Version	Date	Summary
1.7	01.07.2017	<ul style="list-style-type: none">• Remove section 5—<i>legacy fees</i> and related text at Schedule B 2(h); it is no longer applicable.• Replace annual registration fee with annual registration charge• Clarify annual charge calculation, i.e. date of scope.
1.6	01.07.2016	<ul style="list-style-type: none">• Document is renamed as a 'Guide' because it differs from the legislative instrument establishing ASQA's fees, by containing additional guidance.• Revision to section 5—<i>legacy fees</i>, for annual Consumer Price Index adjustment. (Section is reduced to include only legacy fees that apply in 2016-2017.)• Replacement of references to "designated authority" with references to "the relevant ESOS agency", in line with ESOS Act amendments that come take effect on 1 July 2016.
1.5	24.07.2015	<ul style="list-style-type: none">• Clarification of annual fee and renewal fee inclusions• Corrections to dates in section 5—<i>legacy fees</i>.
1.4	01.07.2015	<ul style="list-style-type: none">• Revision to section 5—<i>legacy fees</i>, for annual Consumer Price Index adjustment.• Clarification of regulatory reforms in sections 1.3, 2.3, and Schedule B note 1.• Addition of notes in Schedule A.
1.3	01.07.2014	<ul style="list-style-type: none">• Revision to section 5—<i>legacy fees</i>, for annual Consumer Price Index adjustment.• Revision to page 14—application of regulatory reforms to annual registration and renewal of registration fee calculations regarding equivalent training package product updates.
1.2	02.06.2014	<ul style="list-style-type: none">• Comments added to page 6— exemptions from application requirements for equivalent training package product updates.
1.1	21.08.2013	<ul style="list-style-type: none">• Correction to page 12 (3a)—labelling of VET course accreditation fee table.• Clarification to page 16 (5d)—exemption from renewal of registration fees and correction to paragraph numbering.• Clarification to page 17—<i>legacy annual registration fees</i> that do not apply to Vic and WA providers that transferred after ASQA's commencement.
1.0	31.07.2013	Revised schedule of fees following approval of ASQA's 2013 Cost Recovery Impact Statement.

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Preliminary information

The Australian Skills Quality Authority's (ASQA's) fees are determined by way of legislative instrument registered in the Federal Register of Legislative Instruments. ASQA's current fees are determined by the [Australian Skills Quality Authority Instrument Fixing Fees No.1 of 2013](#) (the 2013 Instrument). The legislative instrument is made under subsections 232(1) and 232(5) of the *National Vocational Education and Training Regulator Act 2011*.

ASQA's previous fees were determined by the *Australian Skills Quality Authority instrument fixing fees No. 1 of 2011* (the 2011 Instrument).

Registration applications lodged before the commencement of the 2013 Instrument are subject to the fees determined under the 2011 Instrument.

Definitions

In this Guide:

Act	means the <i>National Vocational Education and Training Regulator Act 2011</i> .
ASQA	means the Australian Skills Quality Authority.
ASQAnet	means ASQA's regulatory management database.
CRICOS	means the Commonwealth Register of Institutions and Courses for Overseas Students, as specified in section 14A of the ESOS Act.
Delivery Site	is defined as a permanent site/location, at which training and/or assessment are delivered that is either owned or leased by the organisation. Multiple facilities at a single or co-located address are treated as one site/location.
ELICOS	means an English Language Intensive Course for Overseas Students.
ESOS Act	means the <i>Education Services for Overseas Students Act 2000</i> .
NVR	means National Vocational Education and Training Regulator.
NVR registered training organisation	has the meaning given by section 3 of the Act.
Qualification	includes training package qualifications, VET accredited courses and programs (including ELICOS).
Registered Provider	has the meaning given in section 5 of the ESOS Act.
RTO	means a registered training organisation, defined at section 3 of the Act.
Training Package	is a nationally endorsed, integrated set of competency standards, assessment requirements, Australian Qualifications Framework qualifications, and credit arrangements for a specific industry, industry sector or enterprise.
Units of competency	means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.
VET accredited course	has the meaning given at section 3 of the Act.
VET qualification	has the meaning given at section 3 of the Act.

Note: An expression has the same meaning in this Guide as in the *National Vocational Education and Training Regulator Act 2011*.

Schedule A: Fees

1. NVR registered training organisation fees

- (a) For each fee specified in column 1, the fee is determined by applying the fee structure specified in column 2 to the amount specified in column 3 and is subject to the conditions in column 4.
- (b) The imposition of the fees set out in this Schedule is subject to matters specified in Schedule B.

1.1 Initial registration as a NVR registered training organisation

Column 1	Column 2	Column 3	Column 4
Fee	Fee structure	Amount	Other matters
Application lodgement fee for registration under paragraph 16(3)(b) of the Act – where the applicant applies to be registered as an NVR registered training organisation	Per application Plus: Data entry fee (when application not submitted on ASQAnet)	\$800 \$500	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced work on the application • May be refunded if ASQA has not commenced the data entry
Plus Application assessment fee for considering an application for registration as a NVR registered training organisation under subsection 17(4) of the Act – where the applicant has applied to be an NVR registered training organisation	Base fee includes: <ul style="list-style-type: none"> • Up to 4 qualifications • Up to 20 units of competency • Up to 2 delivery sites Plus: <ul style="list-style-type: none"> • each additional qualification • each additional unit of competency each additional delivery site	\$8,000 \$145 \$50 \$1,395	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced assessment of the application • Total application fee (including lodgement and assessment) capped at \$50,000

Note: For details of what qualifications (including courses) are included, refer to point 1 of Schedule B.

1.2 Renewal of registration as an NVR registered training organisation

Fee	Fee structure	Amount	Other matters	
Application lodgement fee for renewal of registration under subsection 31(2) of the Act – where the applicant applies to renew registration as an NVR registered training organisation	Per application	\$900	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced work on the application 	
	Plus:			
	Data entry fee (when application not submitted on ASQAnet)	\$250	<ul style="list-style-type: none"> • May be refunded if ASQA has not commenced the data entry 	
Plus				
Application assessment fee for considering an application for registration as a NVR registered training organisation (including for a renewal) under subsection 17(4) of the Act – where the applicant has applied to be an NVR registered training organisation	Base fee includes:	\$7,000	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced assessment of the application 	
	<ul style="list-style-type: none"> • Up to 4 qualifications • Up to 20 units of competency • Up to 2 delivery sites 			<ul style="list-style-type: none"> • Total application fee (including lodgement and assessment) capped at \$50,000
	Plus:			
	<ul style="list-style-type: none"> • each additional qualification 	\$145		
<ul style="list-style-type: none"> • each additional unit of competency 	\$50			
<ul style="list-style-type: none"> • each additional delivery site 	\$700			

Note: For details of what qualifications (including courses) are included, refer to point 1 of Schedule B.

1.3 Change to NVR registered training organisation scope of registration

Fee	Fee structure	Amount	Other matters
Add items to scope of registration			
Application fee for a change of scope of registration under paragraph 32(2)(b) of the Act – where the NVR registered training organisation applies to increase its scope of registration	1 qualification	\$920	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced work on the application
	Plus	\$135 for each additional qualification	
	Units of competency	\$260 for each unit for the first seven units \$135 for each additional unit above the first seven units	
Transition items on scope of registration			
<p><i>From 1 July 2014 ASQA will automatically add equivalent training package products (qualifications and/or units of competency) to an RTO's scope without requiring an application. This exempts providers from applications and fees to add these items to their scope of registration. This exemption applies for the twelve month period following an item being superseded, while the superseded item remains listed on the RTO's scope on the national register.</i></p>			
Application fee for a change of scope of registration under paragraph 32(2)(b) of the Act – where the NVR registered training organisation applies to change its scope of registration	Transition to equivalent training package qualification(s) or unit(s) of competency	\$120 for only one unit of competency	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced work on the application
		\$240 for one application (including any number of qualifications, units of competency) for any number of training packages	
Application data entry fee			
Data entry fee	Applies when application not submitted on ASQAnet	\$100	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced the data entry
Remove items from scope of registration			
No fee applies			

1.4 Annual NVR registered training organisation registration charge

Fee	Charge structure	Amount	Other matters
Annual registration charge under paragraph 18(c)(iv) of the Act	0 to 4 qualifications	\$1,130	• Paid on invoice
	5–10 qualifications	\$3,220	
	11–60 qualifications	\$6,975	
	61 or more qualifications	\$10,730	

Notes:

- Includes any number of units of competency
- For details of what qualifications (including courses) are included, refer to point 1 of Schedule B.

2. CRICOS fees

- (a) For each fee specified in column 1, the fee is determined by applying the fee structure specified in column 2 to the amount specified in column 3 and is subject to the conditions in column 4.
- (b) The imposition of the fees set out in this Schedule is subject to matters specified in Schedule B.

2.1 Initial CRICOS registration

Column 1	Column 2	Column 3	Column 4
Fee	Fee structure	Amount	Other matters
<p>Application lodgement fee</p> <p>for registration as a registered provider under the ESOS Act – where the applicant applies to ASQA for registration on CRICOS</p> <p><i>Plus</i></p> <p>Application assessment fee</p> <p>for application for CRICOS registration – where the applicant has applied to ASQA to be registered on CRICOS</p>	<p>Per application</p> <p>Base fee includes:</p> <ul style="list-style-type: none"> • Up to 4 qualifications • Up to 2 delivery sites <p>Plus:</p> <hr/> <ul style="list-style-type: none"> • each additional qualification <hr/> <ul style="list-style-type: none"> • each additional Australian delivery site 	<p>\$1,000</p> <p>\$8,000</p> <hr/> <p>\$155</p> <hr/> <p>\$1,640</p>	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced work on the application <ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced assessment of the application • Total application fee (including lodgement and assessment) capped at \$50,000

Note: An organisation that is already a CRICOS registered provider for education courses for which ASQA is **not** the relevant ESOS agency (e.g. Higher education, Schools), and seeks to register for the first time for courses for which ASQA is the relevant ESOS agency (e.g. VET), does **not** need to apply through ASQA's Initial CRICOS Registration process. It should apply through ASQA's Change to Scope of CRICOS registration process.

2.2 Renewal of CRICOS registration

Fee	Fee structure	Amount	Other matters
<p>Application lodgement fee</p> <p>for re-registration under the ESOS Act – where the applicant applies to ASQA for re-registration on CRICOS</p> <p><i>Plus</i></p> <p>Application assessment fee</p> <p>for application for CRICOS re-registration – where the applicant has applied to ASQA to be re-registered on CRICOS</p>	<p>Per application</p> <p>Base fee includes:</p> <ul style="list-style-type: none"> • Up to 4 qualifications • Up to 2 delivery sites <p>Plus:</p> <hr/> <ul style="list-style-type: none"> • each additional qualification <hr/> <ul style="list-style-type: none"> • each additional Australian delivery site 	<p>\$1,050</p> <p>\$7,000</p> <p>\$155</p> <p>\$820</p>	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced work on the application <ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced assessment of the application • Total application fee (including lodgement and assessment) capped at \$50,000

Notes:

- For details of what qualifications are included, refer to point 1 of Schedule B.
- Fees in this section apply for renewal of CRICOS registration of courses for which ASQA is the relevant ESOS agency only. An organisation that seeks to renew its CRICOS registration for courses for which ASQA is **not** the relevant ESOS agency (e.g. Higher education, Schools), may also have to apply and pay a fee to other ESOS agencies.

2.3 Change to scope of CRICOS registration

Fee	Fee structure	Amount	Other matters
Add qualifications¹, increase overall student capacity², or add/change sites³			
From 1 July 2014 ASQA will automatically add equivalent training package qualifications to a provider's scope without requiring an application. This exempts providers from applications and fees to add these items to their scope of registration. This exemption applies for the twelve month period following an item being superseded, while the superseded item remains listed on the RTO's scope on the national register.			
Application fee	Add 1 qualification	\$1,400	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced work on the application
	Plus	\$150 per each additional qualification to be added	
	Additional student capacity and/or one additional (or replacement) delivery site,	\$1,640 per application	
	Plus: Each additional (or replacement) delivery site	\$820 per site	
Change course duration			
Since 1 October 2014, fees have not applied for an application to either lengthen or shorten the published duration of an existing CRICOS course registration, as a course may now only be registered once for each provider. An application to change a published course duration is still required, however it incurs no fee.			
Application fee	Change to course duration	Nil.	<ul style="list-style-type: none"> • Use the change of scope application form
	Change mode of delivery	Nil	
	Change student tuition fees	Nil	
Remove items from scope of registration			
No fee applies		Application is free	

Notes:

¹ The same fee rate applies regardless of whether the course to be added is new to the provider's scope or is either:
 - for Training Package qualifications: a non-equivalent replacement version of a course already on the provider's scope; or
 - for Accredited Courses: a replacement version of a course that is already on the provider's scope.

² Fee applies for application to increase overall student capacity for enrolments in courses across all education sectors, whether ASQA is the relevant ESOS agency or not.

³ A new site is a location where the provider is not currently registered to deliver any course for any education sector to overseas students. For instance, a location where a provider is registered to deliver a higher education course, but now seeks to deliver a VET course, is not a new location.

2.4 Annual CRICOS registration charge

Fee	Charge structure	Amount	Other matters
Annual registration charge	Up to 2 qualifications	\$950	• Paid on invoice
	3–4 qualifications	\$1,645	
	5–50 qualifications	\$4,375	
	51 or more qualifications	\$7,100	

***Notes:**

- All courses with a 'registered' status for which ASQA is the relevant ESOS agency contribute to the calculation of annual CRICOS registration charges, except that:
 - ASQA counts each course only once, and
 - Equivalent training package qualifications are counted as being the same course.
- See also point 1 of Schedule B, for further details of what qualifications (including courses) are included in annual registration charge calculation.

3. VET course accreditation fees

- (a) For each fee specified in column 1, the fee is determined by the amount specified in column 2 and is subject to the conditions in column 3.
- (b) The imposition of the fees set out in this Schedule is subject to matters specified in Schedule B.

Column 1	Column 2	Column 3
Fee	Amount	Other matters
3.1 Initial VET course accreditation		
<p>Application fee</p> <p>under paragraph 43(2)(b) of the Act – where the applicant applies for accreditation of a course as a VET accredited course</p>	\$8,070 per course	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced work on the application
3.2 Renewal of VET course accreditation		
<p>Application fee</p> <p>under subsection 50(2) of the Act – where the applicant applies to renew the accreditation of a VET accredited course</p>	\$8,070 per course	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced work on the application
3.3 Amendment to a VET accredited course		
<p>Application fee</p> <p>under subparagraph 51(3)(b)(ii) of the Act – where the applicant applies to amend a VET accredited course</p>	\$2,290 per course	<ul style="list-style-type: none"> • Paid on application • May be refunded if ASQA has not commenced work on the application
3.4 Cancellation of a VET accredited course		
No fee applies		

4. Other fees

4.1 Reconsideration by ASQA of a decision

Fee	Amount	Other matters
Application fee under paragraph 200(3)(c) of the Act – where the applicant applies for reconsideration by ASQA of a decision(s) made by a person or body with delegation to make a decision under section 224 or 225 of the Act	\$1,000 per application	<ul style="list-style-type: none">• Paid on application• May be refunded if ASQA has not commenced work on the application

4.2 Reassessment of an ASQA position

Fee	Amount	Other matters
Reassessment fee under paragraph 41(4)(b) of the Act – where the applicant requests a reassessment of ASQA’s position in relation to issues identified by ASQA to be addressed by the NVR registered training organisation in respect of the variation or removal of an imposed condition, the change to the scope of registration or the lifting of a suspension	\$1,000 per application Plus \$250 per hour for each subsequent hour after the fourth hour of work	<ul style="list-style-type: none">• Paid on application• Covers up to 4 hours work• May be refunded if ASQA has not commenced work on the application• Paid upon invoice

4.3 Issuing a copy of a student record

Charge structure	Amount	Other matters
Application fee where a student applies to ASQA for a copy of their record(s)	\$60 per record	<ul style="list-style-type: none">• Paid upon invoice after record located

Schedule B: Matters relating to the payment of the fees listed in Schedule A

1. When fees apply to superseded training package scope items

For the purposes of calculating annual registration charges and renewal of registration fees, a superseded training package product (qualification or unit of competency) and its equivalent replacement training package product will be counted as a single item on a provider's scope of registration. Where training package products are determined to be not equivalent, the superseded and non-equivalent replacement product are counted as separate items. Training package product equivalence or non-equivalence is determined by the organisation that develops the training package.

In other words, ASQA's fees apply to all training package scope items (i.e. qualifications and units of competency) that have a status of either 'active' or 'superseded non-equivalent'. 'Active' items are the most recent version of a Training Package qualification or unit of competency. Items that have a status of 'superseded-equivalent' are included in the count only when the superseding item is not also listed on the provider's scope of registration.

Note: The count of 'qualifications' for ASQA's annual registration charges and renewal fees includes each unexpired accredited course on the scope of registration.

2. Annual registration charge

- (a) Annual registration charges (as set out in Schedule A) are payable on 1 July each financial year for that year of registration, based on the scope of registration on that 1 July.
- (b) Where a NVR registered training organisation or registered provider's registration ends during a billing period (i.e. registration is withdrawn, cancelled, or expired due to non-renewal), only a pro-rata charge applies for the number of whole months of registration. Any excess charge that has been paid is refundable.
- (c) Calculation of the annual CRICOS registration charge for a registered provider is based on the number of courses listed on CRICOS for that provider, which is taken to represent an accurate count of the number of qualifications registered on a registered provider's scope.
- (d) For RTOs that become NVR registered training organisations for the first time (i.e. are not renewing their registration), the first annual registration charge under paragraph 18(c)(iv) of the Act will be calculated pro-rata for the period of whole months from registration commencement to the following 30 June. The annual registration charge is based on the scope of registration on the 1st day of the billing period, which is always the first date of a calendar month. The pro-rata annual registration charge is determined by the following formula:

$$A \times B / 12$$

Where:

- “A” is the amount of annual registration charge (as set out in Schedule A);and
 - “B” is the number of complete months that remain up to 30 June after the RTO becomes registered as an NVR registered training organisation.
- (e) For existing NVR registered training organisations and registered providers at the time of commencement of this instrument, in the financial year 2013-14, the annual registration charge under paragraph 18(c)(iv) of the Act will be calculated pro-rata based on the commencement of this instrument and 30 June 2014 as determined by the following formula:

$$A \times B / 12$$

Where:

- “A” is the amount of annual registration charge (as set out in Schedule A);and
 - “B” is the number of complete months that remain up to 30 June after the commencement of this legislative instrument.
- (f) This charge must be paid in accordance with the terms stated on the invoice.

3. Refund of application / assessment fees

- (a) A person who has paid an application fee is entitled to a refund of the amount paid if, before ASQA has commenced work on the application, the person notifies ASQA in writing that they wish to withdraw their application and ASQA has received the notification.
- (b) If a person reduces the scope of a registration application after having paid the application assessment fee and prior to ASQA commencing work on assessing the application, and if the reduced application is subject to a lower assessment fee, the person is entitled to a refund for the difference between the fee paid and the lower fee.
- (c) A person who has paid a fee in relation to the assessment of an application is entitled to a refund of the amount paid if, before ASQA has commenced assessment of the application, the person notifies ASQA in writing that they wish to withdraw their application and ASQA has received the notification.
- (d) If ASQA has not received written notification in accordance with subsection 3 (a), (b), or (c) of this section, the person shall not be entitled to a refund / reduction of the relevant fee(s).
- (e) A person who has paid the fee in relation to an application under paragraph 200(3)(c) of the Act is entitled to a refund of the amount paid if ASQA does not consider the application because the application does not relate to a reviewable decision within the meaning of section 199 of the Act.
- (f) A fee is not refundable if an application is determined but rejected by ASQA.

4. Off-set of fees

The amount of any refund a person would otherwise be entitled to may be reduced by any other amount which the person owes to ASQA.

5. Waiver of a fee

- (a) If ASQA has delegated particular function(s) specified in subsections 224(2), 225(1) and 226(1) of the Act, the fees prescribed in Schedule A are waived in relation to functions which are performed under the delegation.
- (b) When an NVR registered training organisation applies simultaneously for a change of scope of registration for both registrations (RTO and CRICOS), for the same qualifications, ASQA will apply a single application fee, which will be the higher of the two.
- (c) When a registered provider applies simultaneously for one or more additional delivery sites and an increase in its approved CRICOS student capacity, only the delivery site fees are payable.
- (d) (e) A fee that would otherwise be payable under the Act or the ESOS Act may be waived, in whole or in part where, in ASQA's opinion:
 - (i) special or unusual circumstances exist which would cause the fee to be unreasonable or inequitable; or
 - (ii) the amount of the fees that remain unpaid is so small that its recovery would be uneconomical to pursue.
- (f) The following circumstance does not constitute grounds for granting a waiver:
 - (i) where the person required to pay the fee ceases to exist, or ceases to be registered, or ceases to carry on business as a RTO or CRICOS provider.