

Co-contribution Procedure

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1. Introduction

1.1 Purpose

Students are required to contribute to the cost of their own training through the payment of a co-contribution fee.

1.2 Scope and context

This procedure applies to all training programs delivered by Mater Education (MEL) under its Skills Assure Supplier approved Career Start or Career Boost VET Qualifications schedule.

This procedure also applies to full fee-paying students (that are ineligible to access subsidises or who choose not to utilise funding availability)

This procedure does not apply to VET in Schools approved VET Qualifications or School-Based Traineeships.

1.3 Related policy and procedure

MPPL-01553 Fees and Charges Policy

2. Procedure requirements

The following procedures are to be followed

2.1 Charging student co-contribution fee

MEL will charge a student co-contribution fee at the unit of competency level for all students accessing funding under the Career Start or Career Boost program and in the case of traineeships, where the student is not a school-based trainee.

The co-contribution fee charged, no matter the enrolment type, will represent the cost to students for training and assessment services and awarding the qualification.

Students may also be required to purchase additional materials including uniforms, clothing, footwear, electronic equipment or program essentials e.g. criminal history checks, vaccinations. These are specific to each course and are listed in the relevant program page on MEL's website.

2.2 Collection of student co-contribution fees

MEL will not collect the full co-contribution fee upfront where students are funded under the Career Start or Career Boost programs. MEL will not request or demand more than 30% of the total co-contribution fee upfront. This does not apply to full fee-paying students where fees will be collected up to the \$1500 threshold amount in any one transaction and only as training and assessment services are provided i.e. not multiple invoices under the threshold at the same time. Trainees that



are not school based trainees, fees will be collected at \$1.60 per nominal hour and calculated at the commencement of each unit of competency.

When the student converts from a school-based trainee to a full-time or part-time traineeship, student co-contribution fees must be charged for training and assessment for any units of competency not yet commenced.

2.3 Following up on unpaid co-contribution fees

MEL will follow the Non-Payment of Tuition Fees Procedure to collect outstanding tuition fees.

3. Definitions

Term	Definition
Student co-contribution fee	The non-government financial contribution to the cost of the training and assessment services
Unit of Competency	is a specification of a set of standards of performance required as defined in a training package
Enrolment type	Full fee, Career Start, Career Boost, Traineeship, VET Student Loan

4. Related documents

Mater documents

- MPPL-01542 Mater Education Refund policy
- MPPL-00827 Non-payment of Tuition Fees Procedure

External documents

- Standards for Registered Training Organisations
- Skills Assure Supplier Agreement
- VET Student Loans Provider Manual



5. Document information

5.1 Earlier revisions

Revision #	Published date	Comment
1.	12 Oct 2020	First version (Document ID: PR-MEL-040058)
1.01	11 May 2022	Administrative update: transferred to current template, removed old metadata, updated MPPL document code if applicable; no changes to review cycle, next review due Oct 2023
2	04 Jul 2023	Content revised with the latest template and role updated to reflect the latest structural changes
3	12 Nov 2025	Content reviewed

5.2 Key contacts

Owner	Director Operations and Innovation
Subject area	Education, co-contribution, MEL, VET, fees
Committee	n/a

Affirmation

This governance document is consistent with [Mater's Mission](#).
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