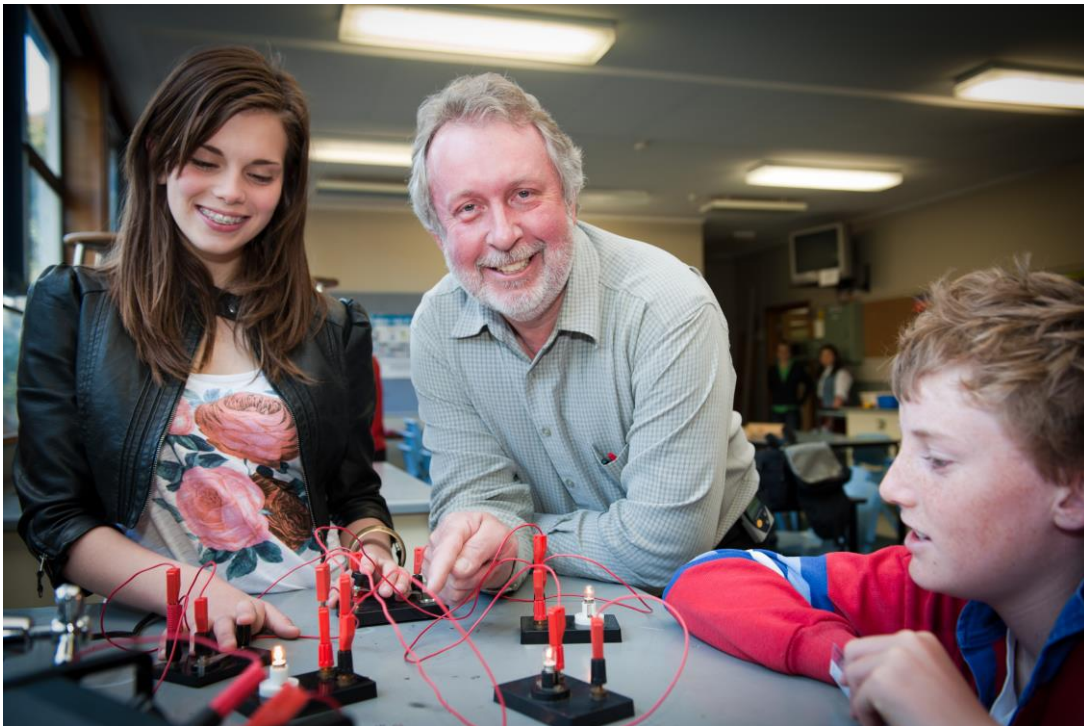




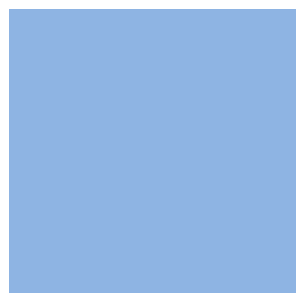
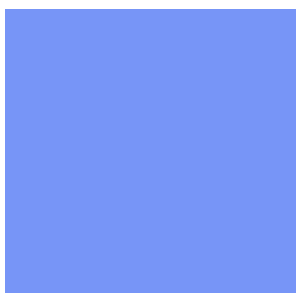
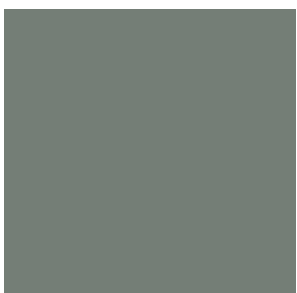
TEACHERS
REGISTRATION
BOARD TASMANIA

Fees and Payments



Board Policy

27th May 2020





Fees and Payments

The Teachers Registration Act 2000 provides for a range of prescribed fees to be paid to the Board for application processes, annual registration and other processes or services.

Fees are contained in Schedule 1 of the Teachers Registration Regulations 2011.

Fees are expressed in “fee units”.

Pursuant to the Fee Units Act 1997 fee units for all Tasmanian Government fees are reviewed/set by Treasury on an annual basis.

Fee Types for Registration or other authorities

Registration fees

Application for Registration Fee	An application fee is payable upon an application for registration.
Annual Fee	<p>An annual registration fee is payable for each calendar year of registration and is to be paid on or before 31 December in the year immediately preceding the year to which the fee relates.</p> <p>An individual may pay more than one annual registration fee in advance, provided that this payment does not exceed the length of the individual's registration cycle.</p>
Renewal of Registration Fee	An application fee is payable upon an application to renew full registration or specialist vocational education and training registration.
Application for Progressing to Full Registration Fee	An application fee is payable upon an application to move from provisional to full registration

Limited Authority to Teach fees

Application for a Limited Authority to Teach Fee	An application fee is payable upon an application for a limited authority.
Limited Authority fee	An annual Limited Authority fee is payable for each calendar year of registration
Extension of Limited Authority Fee	An application fee is payable upon an application to extend an existing limited authority. (Note: This fee is currently waived)

Fees for Assessment and Verification Services

Application for Verification of Qualifications Fee – for applicants with overseas qualifications

- An application fee is payable for verification of overseas qualifications.
- This is a required fee for applicants with overseas qualifications who apply to have their overseas qualifications assessed prior to applying for registration or other status with the Board.

Application for Verification of Qualifications Fee – for applicants with non-accredited Australian qualifications

- An application fee is payable for verification of Australian initial teacher qualifications that are not approved or accredited by the Board under the relevant Board Policy.
- This is a required fee for applicants with non-accredited initial teacher qualifications who lodge an application for registration and is charged in addition to the Registration fees listed above.
- Upon payment of this fee, any individual can also apply to have their non-accredited Australian initial teacher qualifications assessed at any time and separately to any application for registration or other status with the Board.

Application for Letter of Professional Standing

- An application fee is payable upon request for provision of a letter of Professional Standing or similar formal verification of status in addition to normal verification of registration or limited authority.

Other fees for services provided by the Board

An application fee is payable upon an application for a UTAS Student Good Character Determination.

Fees and Payments

All fees payable to the Board must be paid in full and be for the correct amount.

Applications that require an application fee, registration fee or limited authority fee will not be progressed and/or finalised until the appropriate fee is paid in full and in the correct amount.

Application, registration and limited authority fees are not subject to pro-rata arrangements and must be paid in full for the calendar year to which they relate, regardless of when in that calendar year the application is made.

Fees must be paid via the processes approved by the Board through *TRB Online*.

Incorrect payments and refunds

If a payment is made to the Board for less than the amount required, the application or process associated with that payment will not be progressed or finalised until the fee is paid in full and in the correct amount.

If an over-payment is made, or a payment is made in error¹ to the Board, a refund will be provided only when the overpayment or error amount is \$30.00 or higher. No refund will be provided for over-payments or payment errors of less than \$30.00.

The Board takes no responsibility for incorrect payments or payments made in error when the payment is made via Payway (internet or telephone) or via BPay processes. In these instances the person making the payment has full responsibility for entering the payment details including Customer Reference and Biller Code and then checking and verifying that these details are correct.

The Board takes no responsibility for incorrect payments made, lost or misdirected payments when the payment is made via Service Tasmania without reference to a correct and current year invoice generated by the person via their account on TRB Online.

Refunds in other circumstances

Application fees are neither refundable nor transferable.

- If a person withdraws their application, the application fee is neither refundable nor transferable.
- If a person is not granted the status being applied for e.g. the application is refused/ not successful, etc. the application fee is neither refundable nor transferable.

The annual registration fee relating to the current year is not refundable.

- If a person wishes to cancel their registration the registration fee for that calendar year is not refundable.
- If a person pays an annual registration fee in advance, the Board will refund fees paid for future years only when the applicant advises the Board in writing that they wish for their registration to lapse.

The limited authority fee is not refundable once a limited authority has been formally granted.

- If a person wishes to cancel their limited authority after the limited authority has been formally granted, the limited authority fee is not refundable.

¹ A payment not intended for the Teachers Registration Board of Tasmania

If a person pays the annual registration or limited authority fee but does not complete the associated application process, the Board will refund these fees only when the applicant advises the Board in writing that they are not continuing with the application.

If a person pays an application fee or an application fee and associated annual or limited authority fee but does not complete the associated application process within 4 months, the application will be frozen. If the person wants to reactivate the application they will be required to begin a new application. The new application will incur a new application fee. In this circumstance the person can request that the Registration or LAT fees, if not previously refunded, are transferred to the new application. If the fee for the new application is higher than the original fee payment, the person must pay the difference in order for their application to be progressed.

The estate of a deceased registrant can apply for a refund of any registration fees paid in advance for future years or other fees that may be relevant. The Board will determine whether a refund is appropriate and payable in each case.

Waiving Fees

The Board will waive the application fee and the limited authority fee for a new limited authority or extension to an existing limited authority where an individual has already paid for and been granted a limited authority for the same calendar year as the new application or extension.

Receipts

The Board does not issue receipts for payments made by credit card via Payway (internet or telephone), BPay or Service Tasmania processes. In these instances receipts or receipt numbers are provided via the payment system.

These receipts should be retained by the applicant or teacher for their own records.

Reconciled Payments

A list of reconciled payments received over the last five years is available in an individual's TRB Online account.

Version Control

Version 5 – 27th May 2020

Reviewed 27th May 2020 by Teachers Registration Board of Tasmania

Policy Established: 27/09/2011