

Fees and Payments

1. Purpose

This policy outlines the fees and payments required for registration with the Teachers Registration Board of Tasmania.

2. Legislation

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.

4. Procedure and guidelines

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

In addition to application and registration fees, where relevant, a fee is payable for assessment and verification of:

- overseas qualifications, or
- non-accredited Australian initial teacher education qualifications.

Other fees for services provided by 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.

Student Good Character Determination

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 a fee will not be progressed and/or finalised until the appropriate fee is paid in full and in the correct amount.

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

Applications will not be progressed until the relevant fee is paid in full. [Fees for the current financial year](#) are published on the Board's website.

If an over-payment is made, or a payment is made in error 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 Registrar may refund the current year registration fee, on compassionate grounds, if the teacher has not taught in the current year.

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.

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.

If a person applies in error for a type of registration/authority and notifies the Office of the TRB in a timely manner of this error, the application fee may also be transferred to the correct application.

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 in each case.

Fee waivers

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.

5. Related policies

See all Board policies on our website Visit <https://www.trb.tas.gov.au>

7. Privacy and Confidentiality

Board Officers will only have access to the information that is necessary for them to carry out their work functions. All Board Officers are bound by confidentiality requirements. The Board manages all information in accordance with the *Personal Information Protection Act 2004*.

8. Legislation

Teachers Registration Act 2000

9. Documentary History

Version	Details	Approved by	Approval date
1.0	New policy issued	Board	27 September 2011
5.0			27 May 2020
6.0	Clarification of refunds section	Board	23 June 2022
7.0	Removal of overseas qualification verification prior to applying for registration	CEO	8 August 2024

10. Authorisation History

Authorised by	Deputy Director, Teachers Registration Board
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Review date	June 2025