

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NVQ Circular 03/2023

Publicizing Course Fees of Training Courses Provided by Registered Training Institutions

This NVQ Circular is meant for all institutes registered with the Tertiary and Vocational Education Commission (TVEC) under sec. 14 and sec. 15 of the TVE Act No. 20 of 1990.

The TVEC has powers under sec. 17(m) of the TVE Act to determine the manner of the exhibition of notices by a person conducting any specified course under sec. 15 of the Act.

Accordingly, all registered training institutes are hereby requested to display and publicize course fees in all media being used for the promotion of courses. The purpose of this requirement is to make the general public aware of the course fees to be levied, in advance.

Training institutes registered with the TVEC levy course fees based on the factors of cost and ancillary services provided. The TVEC observes that certain training institutes levy additional charges from students after the commencement of the training courses throughout the study, without informing students at the beginning.

As per the powers set out in the TVE Act, the TVEC instructs all registered training institutes to display course fees (including exams and certification) of registered courses in all the media being used (electronic, print, and social) at their premises or in marketing campaigns. Training institutes shall determine the course fees based on all the relevant costs and ancillary services provided to students.

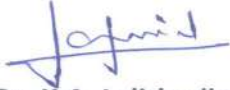
All training institutes shall issue a **Letter of Offer** to each student before the commencement of the course which shall include, among other things;

- **Course name**
- **Course fee**
 - **If the fee can be paid installment basis, indicate such arrangement**
- **Course Start and completion dates**
- **Level of the certificate to be issued (certificate, diploma, or higher diploma)**

The purpose of this regulation is to maintain transparency of information related to training courses enabling all the parties aware of information related to the course.

No fees shall be charged other than the fees mentioned in said media/Letter of Offer issued at the beginning of the course.

This circular is effective from 01st March 2023.



Dr. K.A. Lalithadheera

Director General