

Fees and Charges Schedule

1. Administration fees and charges				Fee applies to (√)			
	Amount	GST applies	Total fee	Fee for service (non-funded)	User choice	PIT funded programs	Participation program
Enrolment fee	\$110.00	X	\$110.00	√	√	√	Waived
Replacement of testamur (certificate)	\$50.00	√	\$55.00	√	√	√	√
Replacement of statement of attainment	\$50.00	√	\$55.00	√	√	√	√
Replacement of record of results	\$22.50	√	\$25.00				
Early cancellation fee	\$80.00	X	\$80.00	√	X	X	X
Late cancellation fee	\$120.00	X	\$120.00	√	X	X	X
Transfer fee	\$25.00	X	\$25.00	√	X	X	X
Printing charges	20c per page	√	22c per page	√	√	√	√
Miscellaneous charges for travel, accommodation, catering etc.	As agreed by both parties	√	As agreed by both parties				

*Please note that funded programs have special arrangements regarding fees, charges, cancellations and refunds. Refer to the relevant funded training program section for more specific information.

2. TUITION FEES

- I. Fee for service tuition fees for full qualifications, skills sets or unit/s of competency are determined upon the units the learner selects, the nominal hours per unit and any considerations for recognition and any intensive support needs. Once units have been selected, a cost of all fees and charges according to the learner's learning and assessment needs is provided to learner or responsible person as a quote. Once the learner or responsible person agrees to the training plan/course selection, if there are no changes to the original quote, the quote becomes the final cost for the training program selected. The learner or responsible person must sign the quote to acknowledge acceptance of the total costs of the program and the terms and conditions of fees and charges and refund policies.
- II. If there are changes to the training plan/course selection, the quote is updated and resubmitted for learner or responsible person's perusal. Once the adjusted quote is accepted, the quote is considered the final cost for the program. The learner or responsible person must sign the quote to say that you accept the total costs of the program and the terms and conditions of fees and charges and refund policies.
- III. Fee for service tuition fees related to short courses (both accredited and non-accredited) are fixed and advertised in the course brochure or course outline. Your enrolment in the program is your agreement that you accept the total tuition costs and accept the terms and conditions for short courses in the fees and charges and refund policies.
- IV. Tuition fees associated with publicly funded programs are outlined in a separate schedule to this. All RTO fees and charges in this schedule that apply to publicly funded programs as outlined in the fees and charges policy. Enrolment into a publicly funded program is your agreement to say that you accept the total tuition costs and accept the terms and conditions for the funded program in the fees and charges and refund policies.

3. RESOURCE FEES

- I. Resources fees vary across training programs. All resources fees are provided in the quote for the training program. To keep the cost of resources low for learners, Australian College of Training charges for external resources purchased on a "cost-recovery process" with a 5% administration charge. Total costs of resources include purchase cost of resource, postage and handling to the College and a 5% administration charge.
- II. Those learning resources that are readily available in a retail outlet (i.e. bookshops) that are generic resources attract GST. Those learning resources that have been developed specifically for a VET qualification or unit of competency or internally developed by the College do not attract GST.
- III. Non-retail resources used by the College for learners are charged at a set fee, depending on the training program.

4. Assessment related fees				Fee applies to (√)			
	Amount	GST applies	Total fee	Fee for service (non-funded)	User Choice	PIT funded programs	Participation program
Recognition Application Kit (includes RPL and national recognition)	\$150.00	X	\$150.00	√	√	√	Waived
Recognition of prior learning (RPL) per unit, cluster of units or whole qualification	70% of normal tuition fee	X		√	√	X	X
Recognition of prior learning (RPL) per individual unit (minimum cost)	\$200	X		√	√	X	X
Intensive assistance (RPL) fee	\$90.00 per 1.5hrs	X	\$90.00	√	√	√	X
Credit transfer fee per unit	\$0.00	X	\$0.00	√	√	√	√
Re-assessment fee per unit	\$80.00	X	\$80.00	√	√	√	X

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