

## **20.0 FEES & REFUND POLICY**

**Available upon request is additional information (appendix) on eligibility fee exemption, fee concessions and fee waiver**

### **Fees Charges**

This policy outlines how GTPS manages fees and refunds. The policy is guided by AQTF condition 5, option 3.

### **Scope**

This policy covers all fees paid to and refunds provided by GTPS

### **Definitions**

- **Fees** refer to any monies paid by students for training and assessment services
- **Refunds** refer to any monies paid back to students who withdraw or cancel their enrolment, or in instances where GTPS cancels a course.

### **Policy**

- Prior to enrolment all students are provided with information on all fees payable and payment options
- Tuition fees are payable when a student's enrolment is confirmed
- GTPS does not require students to pay tuition fees in advance for qualifications except for short courses where fees are less than \$ 200
- Tuition fees due must be paid as per an agreed payment plan entered into during enrolment
- Students are encouraged to consult with GTPS administration should they be unable to comply with the payment plan during their course
- Issuance of qualifications or statement of attainment is withheld until all owed fees are paid.

Fees and refund policy is available in GTPS marketing materials, student information Booklet and on the website [www.guidestartraining.com.au](http://www.guidestartraining.com.au), as well as in GTPS enrolment forms

### **Fee Determination**

Fees for government funded courses are guided by the Ministerial Directions and GTPS will adhere to the requirements set out in current year guidelines about fees as updated and issued by the Department from time to time.

GTPS also adheres to any subsequent relevant requirements set out in

(a) Contract Notifications and

(b) Orders or regulations pursuant to the Act or the National Act with respect to the amount, imposition and collection of tuition fees and other fees for government subsidised training and financial and accountability requirements with regards to student fees (Fee Requirements) as if they were set out in the current VET Funding Contract.

Fees for self-funded courses will be set by the GTPS management Board. Such fees are considered fair and reasonable taking into account industry averages and recommended course charges, depth of knowledge and skills requirements, resource development and use, trainer charges and administrative costs. GTPS operates in a competitive environment and our fees and charges will reflect that reality

### **Government Funded Students:**

To enrol in any of the GTPS certificate courses students are required to pay a non-refundable registration fee of \$50 upon which they get issued with a Student Pack. The registration fee is part of the tuition fees payable by the student for the certificate they are enrolled in.

Government funding applies only to qualifications e.g. Certificate III in Aged Care. Student has to meet the cost of any additional unit(s) of competency outside a qualification e.g. First Aid

### **Self-Funded Students:**

To enrol as a self-funded student in any of our main certificate courses students are required to pay a non-refundable registration fee of \$50 upon which they will be issued with a Student Pack.

### **Notice to withdraw**

All Students are required to give at least 7 days notice to GTPS should they find that they are unable to commence the training. In such circumstance, GTPS will refund the total tuition fees paid less the registration \$50 fee. If a student opts to withdraw once the course has commenced, all fees due must be paid to GTPS within a period of 14 days and the payment plan will not apply.

### **Course Transfer**

If a student wishes to change their enrolment to another course delivered concurrently with the enrolled course, the fees paid will be transferable to the new course. No registration fee will be charged for this transfer. In such circumstances the student will consent in writing for the transfer of the fee to occur

### **Refunds for Qualifications**

- Registration/Enrolment fee – No Refund
- Tuition Fee Refund before course commencement- 100% refund of tuition fee paid if GTPS cancels course or if student is unable to commence course and has given required 7 days' notice.
- Tuition Fee Refund after course commencement - Nil Refund applies

### **Payment for short courses**

All GTPS short courses cost less than \$200 each. Fee for short courses must be paid prior to short course enrolment or on the day of the course.

### **Refunds for Short Courses**

Any student who has paid in advance for a short course and cannot attend have an option of receiving a full refund or transfer the fee paid to the next available course.

### **Fees and charges Tabulated**

Please note the delivery method for all GTPS courses is face to face and/or blended option. Blended option refers to a combination of class and independent learning.

COURSE OR UNIT DESCRIPTION	Self-Funded Students	Government Funded Students	
		Concessions	Non-Concessions
Enrolment/Registration fee	\$50	\$50	\$50
CHC30212 Certificate III in Aged Care	\$1,500	\$50 (\$0 payable if \$50 enrolment fee is paid)	\$250 (\$200 payable if \$50 enrolment fee is paid)
CHC30312 Certificate III in home and community Care	\$1,500	\$50 (\$0 payable if \$50 enrolment fee is paid)	\$250 (\$200 payable if \$50 enrolment fee is paid)
Dual CHC30212 Aged Care and	\$1,700	\$80	400

<b>CHC30312 HACC</b>		(\$30 payable if \$50 enrolment fee is paid)	(\$350 payable if \$50 enrolment fee is paid)
<b>CHC40312 Certificate IV in Disability</b>	\$2,000	\$60 (\$10 payable if \$50 enrolment fee is paid)	\$300 (\$250 payable if \$50 enrolment fee is paid)
<b>CHC40108 Certificate IV Aged Care</b>	\$2,000	\$60 (\$10 payable if \$50 enrolment fee is paid)	\$300 (\$250 payable if \$50 enrolment fee is paid)
<b>CHC40212 Certificate IV in Home and Community Care</b>	\$2,000	\$60 (\$10 payable if \$50 enrolment fee is paid)	\$300 (\$250 payable if \$50 enrolment fee is paid)
<b>Any two Cert IV's combined</b>	\$2,600	\$80 (\$30 payable if \$50 enrolment fee is paid)	\$400 (\$350 payable if \$50 enrolment fee is paid)

#### REFUND FOR ALL QUALIFICATIONS

Registration/Enrolment Fee	Non Refundable
Tuition Fee Refund <b>BEFORE</b> course commencement	100% refund of Tuition fee paid if GTPS cancel course or student is unable to commence course and has given required 7 days' notice
Tuition Fee Refund <b>AFTER</b> course commencement	Nil Refund applies

#### SHORT COURSES – FEES TABULATED

SHORT COURSE	CHARGES
First Aid Short Course	\$ 127
CPR Refresher	\$ 50
Manual Handling Certificate of participation	\$50
HLTHSE204D Follow safe manual Handling Practices	\$100
22099VIC Course in First Aid Management of Anaphylaxis	\$60
22024VIC Course in Emergency Management of Asthma in the Workplace	\$50
CHCCS305B Assist Clients with medication (pre-requisite HLTAP301A)	\$200
HLTIN301C Comply with infection control policies and procedures	\$120

#### OTHER CHARGES TABULATED

Description	Fee
RPL for any Certificate III unit of competency	\$100
RPL for any Certificate IV unit of competency	\$150
1 <sup>st</sup> and 2 <sup>nd</sup> re-assessment of a unit of competency initially assessed as "NYS"	\$0
3 <sup>rd</sup> and consecutive re-assessments of a unit of competency assessed as "NYS"	\$50
Lamination of each certificate or other personal documents (Per pocket)	\$ 2
T-Shirts for Placement (Reimbursement of costs to RTO)	\$ 20
Replacement of Lost or damaged certificate(non-RTO's fault)	\$ 50
Separate SOA for a Unit of Competency in a Qualification	\$ 50
Photocopy per page of personal documents	\$0.20
Postage charges for registered mail (If student unable to collect certificate)	\$ 10

Please note that

- The student tuition fees as published are subject to change given individual circumstances at enrolment.
- GTPS reserves the right to offer a discount to students based on research into client base and prevailing market rates.

