

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
- Maximum tuition fee GTPS may require any student to pay upfront is \$ 500.
- Thereafter fee payments will be no greater than \$ 1500 in any one instalment
- Payment plan can be negotiated on an individual basis.
- 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, as well as in the Student Agreement form

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 VTG 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

Non Refundable Registration fee for all students:

Both Government-funded and Self-Funded Students enrolling at GTPS are required to pay a non-refundable registration fee of \$ 50 upon which they get issued with a Student Pack.

Withdrawal, Course Cancellations, Fee Transfers and Refunds

- If GTPS cancels any course all tuition fees paid will be refunded 100% unless the student wishes to transfer the fee to another of GTPS courses. No registration fee will be applicable for such transfer. The student will consent in writing for the transfer of the fee to occur
- Any student who has paid in advance for a Short Course (below \$ 200) and cannot attend has an option of receiving a full refund or transfer the fee paid to the next available course
- All Students who intend to withdraw from any Qualification MUST put the request in writing and sign the GTPS Withdrawal Request Form.
- Withdrawal prior to a Qualification commencement will be acknowledged and any tuition fees paid will be refundable a 100% less the \$ 50 Registration fee.
- Once training for any qualification has commenced and a student decides to withdraw, all fees owed to GTPS at the time of withdrawal MUST be paid in full within a 14 days period and no payment plan will apply. Calculation formula to determine the fee amount owing at time of withdrawal will be:
Course Tuition Fee (e.g. \$ 2000) divided by Course Duration (e.g. 24 weeks) = \$ 83 per every week of training covered at time of withdrawal
- Full tuition fees is payable to GTPS if any Student who has an extended study duration for any qualification decides to withdraw.

Payments

- All GTPS **Short Courses** Fee of less than \$ 200, must be paid prior to the Short Course commencement or on the day of the course.
- All Self-Funded Students completing any GTPS qualification will be required to pay \$ 500 prior to course commencement and thereafter enter into a payment plan for the fee balance. The fee payments will be no greater than \$ 1500 in any one instalment

Statement of Fees For the Current Year.

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	**Estimated Government Contribution per Qualification	Government Funded Students	
			Concessions	Non-Concessions
Enrolment or Registration fee	\$50	N/A	\$ 50	\$50
CHC33015 Certificate III in Individual Support	\$1,700	\$ 5005	\$ 50	\$ 250

**** All Government Funded Estimates assume no RPL and/or Credit Transfer is applicable to the student**

SHORT COURSES

SHORT COURSE	CHARGES
HLTAID001 Provide Cardiopulmonary Resuscitation (CPR)	\$ 55
HLTAID003 Provide First Aid	\$ 127
HLTAID004 Provide an Emergency First Aid Response in an Education and Care Setting	\$ 150
Manual Handling Certificate of participation	\$ 50
22300VIC Course in First Aid Management of Anaphylaxis	\$ 60
22024VIC Course in Emergency Management of Asthma in the Workplace	\$ 50

OTHER CHARGES TABULATED

Description	Fee
RPL for any Certificate III unit of competency	\$100
Completing any Certificate III unit of competency	\$130
1 st and 2 nd re-assessment of a unit of competency initially assessed as "NYS"	\$ 0
3 rd 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)	\$ 100
Separate SOA for a Unit of Competency in a Qualification	\$ 100
Personal documents Photocopy per page	\$ 0.20
Registered Mail postage charges Victoria	\$ 10
Registered Mail postage charges Interstate	TBD

*TBD – Means to be determined

Please note that

- The student tuition fees as published are indicative only and 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.
- GTPS is compliant with the Equal Opportunity Act 2010 and therefore encourages all potential students to apply government funded training.
- For VTG eligibility, Fee Exemptions/Waiver, Concessions kindly speak to GTPS staff or ask for Fees and Refund Appendix