

AVAILABLE UPON REQUEST IS ADDITIONAL INFORMATION (APPENDIX) ON ELIGIBILITY, FEE EXEMPTION, FEE CONCESSIONS AND FEE WAIVER

FEES CHARGES

This policy outlines how GTPS manages all fees paid and refunds according to the AQTF Standard 2 element 2.3 and AQTF Condition 5.

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.

Policy

The following fee information is provided to each student prior to enrolment:

- The total amount of all fees including course fees, administration fees, material fees and any other charges
- Payment terms, including timing and amount of fees to be paid and any non-refundable deposit/administration fee
- The fees and charges for additional services, including such items as replacement of a lost certificate and the options available to students who are deemed not yet competent on completion of training and assessment
- The organizations fee and refund policy

This information is also available in GTPS marketing materials and on the website www.guidestartraining.com.au, student information booklet, where possible newspaper adverts, pamphlets, as well as in our enrolment form.

FEE DETERMINATION

GTPS is guided by the Ministerial Directions and will adhere to the requirements set out in current year Guidelines about fees as issued by the Department and updated from time to time.

GTPS will also adhere 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.

All fees charged by GTPS 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:

Fees Collection for Government funded students

Fees collection for Government funded students shall be done in line with the Ministerial Directions about fees as issued by the Department.

Fees Refund to Government Funded Students

To ensure a place in the course a commitment/tuition fee of \$50 will be payable to GTPS on enrolment upon which the student will be issued with a Student Pack. This amount is refundable in full if the student does not commence the course.

Once the course has commenced, the student wishing to withdraw must apply for refund in writing and the following rules shall apply:

- 05-14 days after course commencement, refund of amount paid, less 25% administration costs
- 15-19 days after course commencement, refund of amount paid, less 50% administration costs
- 20-25 days after course commencement, no refund applies

It should be noted that issuance of qualifications or statement of attainment will be withheld until all owed fees are paid. Students are therefore encouraged to progressively pay their fees as they continue with their studies as per the pay plan agreed upon during enrolment and the Student Payment Plan Policy

Postponements

If the course is postponed for any reason, the student may request that their fees are returned or held until the course commences.

Important to note:

The Government funds only complete qualifications e.g. Certificate III in aged care or for completed units within a qualification should a student withdraw before completion.

Cost of additional units of competency outside a qualification for example First Aid as a stand-alone Unit has to be met by the student. See the pricing for the various additional units/short courses in the table below.

SELF- FUNDED STUDENTS:

Fees Collection for Self-funded students

GTPS does not require a student to pay fees upfront for their qualifications except if the course is priced at less than \$ 200. However:

- ✓ There is a \$ 50 Non-refundable enrolment fee for all self-funded students.
- ✓ The fees balance has to be paid in maximum three instalments. See below:
 - (i) 1st and 2nd instalment paid at least monthly prior to Work Placement
 - (ii) 3rd instalment required before collection of certificate or Statement of Attainment.

Please note a student must enter into a payment plan during enrolment for the instalment payments. This payment plan is provided for in the enrolment form.

Refund to Self- Funded Students:

Should GTPS cancel or delay a course for any reason by more than 4 weeks; students will be entitled to a full refund or transfer of the fees already paid to

another/future or upcoming course to which they will consent to in writing or verbally. In this case the student will be given their preferred option.

If for any reason a student wishes to withdraw from the course, the intention to withdraw must be submitted in writing and the following rules shall apply:

- ✓ Withdrawal from a course priced at below \$ 200 before the commencement date, a 100% refund.
- ✓ Withdrawal from a course priced at below \$200 once it has commenced, nil refund.
- ✓ Withdrawal from a course priced over \$200 and the student has made prior payments by choice, the following refund guidelines shall apply:
 - 20-25 days before course commencement, refund of fees, less 25% administration fee
 - 15-19 days before course commencement, refund of fees, less 50% administration fee.
 - 5-14 days before course commencement, refund of fees, less 75% administration fee
 - Once the course has commenced, no refund applies

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 administration fee will be charged for this transfer. In such circumstances the student will consent in writing for the transfer of the fee to occur.

PAYMENT FOR SHORT COURSES PRICED BELOW \$ 200 FOR ALL STUDENTS:

For non-government funded short courses/units of competency (First Aid, Manual handling, Medication etc) that cost below **\$200:**

1. Payment must be made prior to being enrolled in the course or
2. on the day of the course

Fees and charges Tabulated

COURSE OR UNIT DESCRIPTION	DELIVERY METHOD	Self-Funded Students	Government Funded Students	
			Concessions	Non-Concessions
Enrolment Fee		\$50	Nil	Nil
CHC30212 Certificate III in Aged Care	Face to face & blended options	\$1,500	\$50	\$250
CHC30312 Certificate III in home and community Care	Face to face & blended options	\$1,500	\$50	\$250
Dual CHC30212 Aged Care and CHC30312 HACC	Face to face & blended option	\$1,700	\$80	\$400
CHC40312 Certificate IV in Disability	Face to face & blended options	\$2,000	\$60	\$300
CHC40108 Certificate IV Aged Care	Face to face & blended options	\$2,000	\$60	\$300
CHC40212 Certificate IV in Home and	Face to face & blended options	\$2,000	\$60	\$300

Community Care				
Any two Cert IV's combined	Face to face & blended options	\$2,600	\$80	\$400
First Aid Short Course	Face to face only -1 day	\$ 127 \$7 –text	\$ 127 \$7 –text	\$ 127 \$7 –text
CPR Refresher	Face to Face 3 hours	\$ 50	\$ 50	\$ 50
Manual Handling Certificate of participation	4 hours face to face only	\$50	\$50	\$50
HLTHSE204D Follow safe manual Handling Practices	Face to face only-1 day	\$100	\$100	\$100
22099VIC Course in First Aid Management of Anaphylaxis	4 hours face to face only	\$60	\$60	\$60
22024VIC Course in Emergency Management of Asthma in the Workplace	4 hours face to face only	\$50	\$50	\$50
CHCCS305B Assist Clients with medication (pre-requisite HLTAP301A)	Face to face only – 2 days	\$200 Cert IV's no pay	\$200 Cert IV's no pay	\$200 Cert IV's no pay
HLTIN301C Comply with infection control policies and procedures	Face to face only – 1 day	\$120	\$120	\$120
Other charges-				
-RPL process(per unit of competency Cert III)		\$ 100	\$ 100	\$ 100
-RPL process(per unit of competency Cert IV)		\$200	\$200	\$200
-Reassessment of a unit first and second times		\$ 0	\$ 0	\$ 0
-Reassessment of a unit third and consecutive times		\$ 50	\$ 50	\$ 50

If a student completes any certificate IV qualification, MEDICATION, which is an industry requirement, is provided at no extra cost

Other Non-Tuition Related Charges

Lamination of each Certificate	\$2
Photocopy per page(except enrolment related documents)	\$0.20
Placement T-Shirts - each	\$20
Reprint of certificates – lost or damaged (no RTO's fault)	\$50
Table of contents booklet	\$15
Postage charges for registered mail	\$10

Please note that

- (i) GTPS reserves the right to offer a discount to students based on research into client base and ability to pay the fee.
- (ii) Blended option means a student does a combination of flexible independent learning and classroom attendance.
- (iii) There is no additional cost associated when a student is re-assessed for the first and second times. However third and consequent reassessments will attract a fee of \$ 50 per re-assessment.