

Fees and Charges Policy

Policy

This policy is designed to provide a clearly documented process relating to all tuition and non-tuition fees associated with the prospective student and currently enrolled students studying at GTPS. Associated fees and charges students may be required to pay during the course of their enrolment are clearly communicated in the Enrolment Agreement. Students are also provided with this information in the Student Information Booklet, Website and Tuition Fee Statement.

Definitions

Tuition Fees	Refers to the cost of a qualification from a nationally endorsed Training Package or accredited course in which a student has enrolled.
Application fee	Refers to the Administration and processing fee for enrolling a student.
Materials fee	The fee for the equipment, textbook and/or workbooks and materials which are compulsory for the course(s) of study the student is undertaking
Additional Fees and Charges	Fees not associated with the course duration

Information Provided to student

Prospective students will be provided with the following information prior to enrolment;

- indicative tuition fees payable by the student for the course,
- details of any non-tuition fees the student may incur (see additional fees and charges table below)
- non-refundable payments

Fee Payment (FFS)

Students are required to sign the enrolment agreement prior to or concurrently with providing their initial payment of their fee. A signed enrolment agreement must be in place prior to commencing classes.

The enrolment agreement will clearly stipulate all fees required to be paid by the student (including additional fees and charges)

The prospective students must pay the following initial fees in order to **secure** their enrolment at GTPS:

- Term 1 tuition fee (1 Term = 10-12 weeks)
- Application Fee (if applicable)
- Material Fees (if applicable)

The initial fees are payable as agreed with GTPS and documented in the enrolment agreement. The balance of fees is to be paid as scheduled and agreed upon in the enrolment agreement.

Please note: Tuition fees do not include application and material Fees.

Additional Fees and Charges

Particulars	Fee
Replacement statement of attainment	\$100.00
Replacement Diploma / Certificate	\$150.00
Re-enrolment of unit (after the allocated number of reassessments (2) have been exhausted)	\$1,200.00
Simulation Classes (after the allocated number of reassessments (2) have been exhausted or missed rescheduled sessions)	\$500.00
RPL assessment (per unit of competency) (FFS)	\$500.00
Postage	\$20.00
Printing (per page B&W)	\$0.50

Fee Payment Details (FFS)

Payment can be made by cash, bank cheque or credit card. No obligation is on Guidestar Training and Professional Services to confirm enrolment until GTPS receives an accepted the Enrolment agreement from the student, initial payment has been received and funds have been cleared. A receipt will be issued by GTPS. Students may choose to pay their fees in full (up front) or 50% of the course fees.

Where a student has not chosen to pay up front or 50% of the course fees, after the initial payment has been made, students may elect the option to pay subsequent fees on a term basis (prior to term commencing) or request a payment plan. Where a student elects to pay per term, a fee payment schedule will be provided and agreed upon. Where students elect to enter into a payment plan a monthly instalment agreement will be entered into. Students with an approved monthly payment plan will be required to pay tuition fees by the 15th of the month.

Students will receive notification of an overdue invoice 3 business days.

Payments can be deposited directly into;

Guidestar Training and Professional Services Pty Ltd

BSB: **063168**

Account Number: **10767765**

Bank: **Commonwealth Bank of Australia**

Payment extension (FFS)

Should a student experience financial difficulty or encounter unforeseen circumstances where payment of fees cannot be made, the student may request an extension of time by submitting a Student Request Form. Where fees remain unpaid more than 4 weeks past the due date or if the agreed payment plan arrangements are consistently broken, GTPS will commence the college-initiated college cancellation process. If a student is advised of their enrolment being cancelled, the student will have 20 working days to access the Complaints and Appeals process.

Restrictions on enrolment

GTPS may restrict or withhold services or materials from students/to a student's enrolment due to overdue fees

- GTPS can withhold the issuance of any certificate or statement of attainment.
- Students will be unable to attend scheduled/support classes This may result in the students having to repeat missed learning and assessment or re-enrol in the unit at the additional cost
- Students will be unable to undertake final assessments.

Course Cancellation

In the event a student cancels their enrolment, all fees due are payable to GTPS upon demand. Tuition Fees will not be transferred to another provider.

Course duration reduction

There is no provision for students to reduce their course from the duration of that specified in the enrolment agreement, except in circumstances of being granted credit transfers or recognition of prior learning according the credit transfer policy and the recognition of prior learning policy.

Tuition Protection Service

GTPS does not collect more than \$1500 in prepaid fees from the students.