

## Schedule of Fees and Charges – Aged Care

The Institute of Education and Training Pty Ltd is a Registered Training Organisation (RTO Code: 41300) and operates in accordance with applicable legislation and the Standards for Registered Training Organisations 2015. The Institute of Education and Training charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services.

### When and how do I pay?

Fees are payable when you receive your confirmation of enrolment and invoice for the enrolment fee. Fees must be paid in full within 7 days of receiving this notification from The Institute of Education and Training Pty Ltd. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card via Pay Pal.

### Can I get a refund?

Yes – We offer the statutory 10 day cooling off period where a full refund of any fees paid will be applicable if a student exercises their right to the cooling off period.

If you give notice to cancel your enrolment 10 business days or more prior to the commencement of a program you will be entitled to a full (100%) refund of fees paid.

If you give notice to cancel your enrolment 9 business days or less prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by The Institute of Education and Training Pty Ltd is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

### Our guarantee to you

If for any reason The Institute of Education and Training Pty Ltd is unable to fulfil its service agreement with a student, the Institute of Education and Training Pty Ltd must refund the student's proportion of fees paid for services not yet delivered.

### How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

### Are my fees protected in case I need a refund?

Yes - The Institute of Education and Training Pty Ltd has a responsibility to protect the fees paid by students. This fee protection arrangement complies with national standards designed to limit the amount paid by a student in advance of services being delivered. To meet this need, the Institute of Education and Training Pty Ltd will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. This fee protection arrangement complies with national standards designed to limit the amount paid by a student in advance of services being delivered.

### Do I pay GST in my tuition fees?

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

### Changes to terms and conditions

The Institute of Education and Training Pty Ltd reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that effect the student's enrolment the student will be informed 7 days prior to changes taking effect.

### Responsibility for training quality

The Institute of Education and Training Pty Ltd is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

**Please refer to the Student Handbook for further information on all student rights and obligations.**

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### Courses

<b>CHC33015 Certificate III in Individual Support (Ageing)</b>	<b>\$3,300.00</b>
<ul style="list-style-type: none"> <li>– 1st Payment - Enrolment confirmation: \$1,000.00</li> <li>– 2nd Payment – Within 7 days after the course commencement: \$1,000.00</li> <li>– Remaining Payment – Before completion: \$1,300.00 in full or by agreed payment plan</li> </ul> <p><b>Note:</b> Individual unit of competency cost for the purpose of RPL: \$250.00</p>	
<b>CHC43015 Certificate IV in Aging Support</b>	<b>\$5,500.00</b>
<ul style="list-style-type: none"> <li>– 1st Payment - Enrolment confirmation: \$1,000.00</li> <li>– 2nd Payment – Within 7 days after the course commencement: \$1000.00</li> <li>– Remaining Payment – Before completion : \$3,500.00 in full or by agreed payment plan</li> </ul> <p><b>Note:</b> Individual unit of competency cost for the purpose of RPL: \$250.00</p>	

### Notes.

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are identified above for completing an individual unit of competency.
- The initial application/enrolment fee for RPL into the whole qualifications is \$1,500.00 with the balance of the fee due at the completion of the RPL assessment process before any AQF certificate is issued.
- The Institute of Education and Training payment terms are 7 days.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.
- All fees must be paid in full before students can be issued with any AQF Certificate relating to their achievements

### Other fees and charges

Item	Cost
Copy Fee. Required where a student requests a photocopy of their student record	\$10.00 (Incl. GST)
Re-issuing a certificate, qualification or statement of attainment	\$50.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$100.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>▪ Students will be offered three (3) assessment opportunities during a normal training program for each assessment event.</li> <li>▪ A re-assessment fee will only apply if the student chooses to persist beyond the three assessments in order to demonstrate competence and complete the qualification.</li> <li>▪ The re-assessment service includes individual re-training to prepare the student for the re-assessment.</li> </ul>	