

## Schedule of Fees and Charges – First Aid

The Institute of Education and Training Pty Ltd is a Registered Training Organisation (RTOID: 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. 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 up to 48hrs 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 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 within 48hrs of the training program commencing, 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 is unable to fulfil its service agreement with a student, the Institute of Education and Training 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 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.

### 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 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 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>22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace</b>	<b>\$50.00</b>
– Enrolment confirmation: \$50.00	
<b>HLTAID001 Provide Cardiopulmonary Resuscitation</b>	<b>\$50.00</b>
– Enrolment confirmation: \$50.00	
<b>HLTAID002 Provide Basic emergency Life Support</b>	<b>\$100.00</b>
– Enrolment confirmation: \$100.00	
<b>HLTAID003 Provide First Aid</b>	<b>\$150.00</b>
– Enrolment confirmation: \$150.00	
<b>HLTAID004 Provide an Emergency First Aid Response in an Education and Care Setting</b>	<b>\$175.00</b>
– Enrolment confirmation: \$175.00	

### Notes.

- Discounts may apply.
- All training tuition fees are exempt from the payment of GST. No GST included.
- The Institute of Education and Training payment terms are 7 days.
- 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)	\$50.00 (Incl. GST)
Re-assessment Fee's where re-assessment required beyond three initial assessment attempts	\$100.00 per hour (incl GST)