

PP020 - FEES AND CHARGES POLICY AND PROCEDURE

This policy covers all enrolments in courses on or after 1st January 2018.

1. Overview

Practical Training Pathways (PTP) charges fees for participation in accredited and non-accredited training and assessment, including for Australian Qualifications Framework (AQF) qualifications.

All fees and charges are published on our web site, in relevant marketing materials and students receive a statement of fees prior to the commencement of training outlining:

- Code, title and currency of their chosen qualification
- Educational and support services provided by PTP including:
 - Estimated duration
 - Expected location/s of training and assessment
 - Expected delivery mode
 - Name and contact details of your trainer and other support services
- Hourly tuition fees
- Approximate value of the government contribution as a dollar figure
- Enrolment fees and
- Resource fees

Tuition Fees cover all tuition, assessment, on-going administration and certification.

Resource Fees cover purchased learning resources only.

Enrolment Fees cover the conduct of the enrolment process, the establishment of all files both physical and electronic.

Additional fees will be charged as follows:

\$50 for the **re-issue** of a Statement of Attainment or Certificate

2. Structure

Students eligible for a funded training place through the Victorian Government Skills First Program will, in most cases, be required to make a contribution towards the cost of their training. This fee includes an enrolment fee, a 'per hour' tuition fee and a resources fee. Other fees may be charged if applicable.

NOTE: students that hold a current Health Care Card, Pensioner Concession Card or Veterans Gold Card will receive an 80% discount on the Skills First tuition fee and the Enrolment fee. (Concession evidence must be supplied prior to commencement)

Students not eligible for a funded place will be required to pay full Fee for Service (FFS) fees and charges for the enrolment. All Accredited Programs have an applicable FFS rate. A concession discount of 10% is applicable to holders of a Health Care Card. These fees will be invoiced and paid over the course of the program.

A current list of all Fees and Charges can be found by accessing the DOC024 - Fees and Charges Schedule.

All tuition fees are charged in accordance with the 2018 Guidelines about Fees Skills First Program.

A receipt for payments received will be provided upon request.

3. Payment Details

Resource Fees are invoiced on enrolment and are payable immediately on commencement. A full set of learning resources is purchased for each enrolled unit of competency. The resource fee is non-refundable.

Tuition Fees are invoiced as per the Fees and Charges schedule. PTP adheres to the Financial Management Conditions as set out by the Australian Quality Training Framework (AQTF), Condition 5.

PTP will accept no more than \$1000 from each individual student prior to the commencement of the course and will never hold more than \$1500 of fees paid in advance by that individual student that is not attributable to tuition provided.

4. Non-payment of Fees

Client results and certification will be withheld for non/or underpayment of outstanding fees due, unless otherwise negotiated with PTP. Results will not be provided to a third party.

Documents Referenced

DOC024 – Fees and Charges Schedule