

PP020 - FEES AND CHARGES POLICY AND PROCEDURE

This policy covers all enrolments in courses on or after 1st November 2015.

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 in relevant marketing materials and students receive a statement of fees outlining tuition, resource and other fees that may be applicable to the enrolment and outlines payment and refund structures.

Tuition Fees cover all tuition, assessment, administration and certification.

Resource Fees cover purchased learning resources only.

Additional fees will be charged as follows:

\$20 for the re-issue of a Statement of Attainment or Certificate

\$/nh of the applicable tuition fee for the re-assessment of a previously attempted unit of competency (*NOTE: the tuition fee will be determined as a total of the amount usually collected from both the student and funding body*). Students are permitted 1 x one month extension (unless otherwise agreed with their assessor) before they are deemed not competent and must re-apply for a re-assessment.

Structure

Students eligible for a funded training place through the Victorian Training Guarantee (VTG) will be required to make a contribution towards the cost of their training. This fee includes 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 VTG tuition fee only. (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) for the enrolment. All Accredited Programs have an applicable FFS rate. A concession discount of 15% is applicable to holders of a Health Care Card.

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 Ministerial Directions on Fees and Charges available at <http://www.skills.vic.gov.au/corporate/directions/policy> and legislation/ministerial directions.

A receipt for payments received will be provided, with copies kept on student files.

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/agreement which is signed by the paying party. PTP accepts 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 that is not attributable to tuition provided.

NOTE: If the student or paying party opts to pay all fees in advance, PTP will hold these fees in a separate holding bank account and only transfer across fees when tuition has been commenced. The remaining fees will remain untouched until such a time when tuition has been commenced. If the student cancels their training, they may apply for a refund as per the refund policy.

NON-PAYMENT OF FEES

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

Documents Referenced

DOC024 – Schedule of Fees and Charges