

Fees and Charges Policy:

Tuition Contribution for trainees

If you are undertaking a Government-funded traineeship, you are required to pay a Tuition Contribution. In some cases, your employer will pay this fee on your behalf.

Your Tuition Contribution is determined by the number of unit hours you are enrolled in.

The Tuition Contribution will be charged at \$1.41 per hour for each hour, and rounded to the nearest dollar (capped at 640 hours per 12-month continuous period). That means the most you will pay in Tuition Contributions is \$903 per year.

If you are paying the fees yourself and have one of the following concession cards, you may be eligible for a concession.

- Pension Concession Card
- Commonwealth Health Care Card or
- Veteran's Gold Card

All cards must be valid at time of enrolment and payment of fees.

Concessions will be granted upon presentation of a valid concession card as indicated above. If this is not possible, you will be charged the full fees.

Minimum Tuition Contribution of \$57 applies if the above conditions are met.

Tuition Contribution refunds:

If you withdraw, by written notice, at any time up until 4 weeks after the commencement date of classes, Training Unlimited will refund the tuition contribution paid by or on behalf of the learner, less the minimum tuition contribution of \$57.

Other Charges:

You may be asked to purchase a textbook, depending on your course. You will be advised of requirements at the time of enrolment.

If you require a replacement Certificate or Statement of Attainment at some time in the future, there will be a fee of \$10.00 plus \$2.50 P&H.

Fee for service Certificate Courses:

If you are not eligible for a traineeship and want to undertake a certificate course, you may choose to pay for the course yourself. Fee for Service students do not attract government funding or concessions. All charges will be explained to you at information sessions and you will be given written information explaining the fees.

An instalment plan, generally based on four equal payments, will be negotiated prior to enrolment.

The first payment will be due prior to commencement, the second at two-month point, the third at four-month point and the final instalment at the six-month point.

Recognition of prior learning:

If you are applying for Recognition of Prior Learning, the cost of each unit will be \$80. This fee is non-refundable and does not guarantee that you will be granted recognition.

The process for applying will be explained to you at our information sessions, in our learner handbook.

Refunds - Fee for Service Certificate Courses:

Training Unlimited will refund fees paid in advance without penalty should a course be cancelled or if a learner does not commence.

Learners who discontinue training, in writing, within four weeks of enrolment will be entitled to a refund less an administration fee of \$100.

Learners discontinuing more than four weeks after enrolment will not be eligible for a refund.

Refunds-First aid and short courses:

In a situation where Training Unlimited cancel a course or we are unable to negotiate an alternative date due to the cancellation then Training Unlimited will refund 100% of the course fee.

An administration fee of 20% (plus resource cost if applicable) will be charged where notification of a course cancellation is received 8 days or more prior to course commencement.

Where a learner fails to notify Training Unlimited of a cancellation 7 days or less prior to course commencement no refund is applicable.

For non attendance to a scheduled class no refund is applicable.

Payment Options:

Learners have a variety of options from which to choose when paying their fees and charges - these include Cash, Cheque, Credit Card and Direct Debit.