

Fees and Charges Policy

This Fees and charges policy ensures that all students enrolling in a course with Australian Institute of Training Solutions- AITS are aware of all fees and charges associated with their training prior to their enrolment. Australian Institute of Training Solutions- AITS ensures that all fees and charges reflect the ASQA Fees and charges policy 2015.

Course Fees

Course fees will vary depending on the qualification a student chooses to enrol in. Course fees will be worked out upon enrolment. Fees are usually charged and invoiced upon commencement of a unit/module. Australian Institute of Training Solutions- AITS will not collect more than \$1500 in pre-paid fees from any learner.

Enrolment

Enrolment in a unit/module or course of study is not complete until statutory and RTO based fees and charges are paid, deferred payment arrangements have been made or fees and charges have been waived. On enrolment, students will take up one of the following payment options:

- a) Pay the full amount of fees and charges;
- b) Present a signed authority from an employer to invoice that employer for the student's fees and charges;
- c) Pay fee by instalment;
- d) The acceptance by the provider of the student's intent to defer payment and their eligibility to do so under the Commonwealth Government's VET FEE-HELP program (if available);
- e) Pay part of the full amount of fees and charges and defer payment of the other part under the Commonwealth Government's VET FEE-HELP program (if available); or
- f) Make application on the grounds of severe financial hardship for fees and charges to be waived.

Students who fail to take up one of the above options will not be enrolled.

Concessions

The following students are entitled to the concession rate on course fees:

- a) Persons and dependants of persons holding:
 - i) A Pensioner Concession Card.
 - ii) A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
 - iii) A Health Care Card.
- b) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- c) Persons and dependants of persons in receipt of the Youth Allowance.
- d) Persons who are inmates of a custodial institution.
- e) Secondary school aged persons. In 2015, these students will be born on or after 1 July 1997 and must be at least 15 years old.

Proof of eligibility for concession must be demonstrated prior to the commencement of the unit. If the concession is valid for the full enrolment period, then all eligible units commenced within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units commenced prior to the expiry of the concession attract the concession rate.

Credit Transfers and RPL

Students are not charged for credit transfers. The transfer of credit provides the student with an exemption from relevant units within a course. Credit transfer does not involve an assessment of the student's knowledge

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or skills – it is an assessment of the credentials of the formal accredited learning presented against the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a course.

Recognition of prior learning (RPL) involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system in respect of a specific unit. RPL is an assessment process that assesses the individual’s non-formal and informal learning to determine the extent to which that individual has achieved these required learning outcomes or competency outcomes.

The fees for RPL are dependent on the timeframe of the training/assessment, the level of qualification and the number of units. Course fees will be worked out on a case by case basis. For RPL students, the balance of their training costs must be paid in full prior to completion of the RPL process. Resource books are not included in RPL costs but alternatively can be purchased upon request.

Financial Hardship

Australian Institute of Training Solutions- AITS will waive all fees and charges for students that they assess as being in severe financial hardship. Whether a student is in severe financial hardship is to be determined on a case by case basis by Australian Institute of Training Solutions- AITS. This will include an evidenced-based assessment of the client’s capacity to pay the fees for the enrolment period and is generally based on the individual’s financial incomings, outgoings and financial status.

Students will be required to complete a Fee Waiver application and submit to Australian Institute of Training Solutions- AITS along with a statutory declaration. Australian Institute of Training Solutions- AITS will also require additional evidence to determine the outcome of each application i.e copies of payslips, bills or contracts etc.

Severe financial hardship fee waivers will only be granted in instances where individuals are able to prove that they are unable to afford the full training fees. These circumstances may include, but are not limited to:

- Receiving low wages
- Homelessness
- Reduced capacity to work
- Unexpected medical expenses or health issues

Students enrolling in fees for service courses will not be entitled to apply for fees to be waived due to financial hardship.

Payment Plans

Australian Institute of Training Solutions- AITS offers flexible payment options and payment plans to assist with the payment of qualifications. If you require a payment plan please discuss this with a Australian Institute of Training Solutions- AITS representative upon enrolment. Payment plans are organised with Australian Institute of Training Solutions- AITS management upon request.

Refunds

As per the RTOs 2015 and individual’s Consumer Rights, students are entitled to a full refund of fees and charges where:

- A course is cancelled or re-scheduled to a time or location unsuitable to the student.
- A student is not given a place due to the class being full.
- A student withdraws prior to course commencement due to a serious illness, injury or disability that prevents the student from attending the course. (Medical certificate is required).
- After the start of classes a pro-rata refund of the tuition fee may be considered for serious medical reasons ONLY (Medical certificate is required).

There are NO other grounds for refunds.

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