

FEES AND CHARGES POLICY AND PROCEDURE (Domestic Students)

POLICY

This policy/procedure provides all staff and students information on the process for determining fees and charges for all courses provided.

PURPOSE

It also identifies the processes in place to protect the fees paid by students in advance.

SCOPE

This policy and procedure includes implementing the fee management mechanisms as outlined below:

FULL FEES STUDENT COURSES FOLLOW

Elite Training Institute will **not accept payment of more than \$1500** from each individual Student prior to the commencement of the course. Payment is due on the day or prior (Max \$1500) to the commencement of the training/recognition and then a weekly amount equal to the calculated weekly cost of the course will be charged.

ETI guarantees enrolment of training once full fee is paid. Students deemed Not Yet Competent in any unit, have an option to re-sit.

Given the benefits that training provides to individuals, students undertaking Training are required to contribute to the costs of their training. The amount of student out-of-pocket expense may vary depending on the course they undertake. The fee may be paid on student's behalf by an employer or another third party but cannot be paid by the RTO.

PROCEDURE

All fees are to be confirmed prior to enrolment and the commencement of training. The amount to be charged for training and assessment services will be determined by the CEO and this will be consistently documented through all marketing materials and enrolment documentation (Enrolment Form).

Students will be informed of the amount of the course on enrolment and required to pay their course fees/deposit to confirm their enrolment. The collection of the student fees will be documented by Administration in the Student File.

Student fees are protected by the ETI fair and reasonable refund policy and procedure which is provided to students prior to enrolment.

COURSE FEES

Course fees include Tuition, Materials and student amenities fees. Concession tuition rates are available for concession card holders who meet eligibility requirements. Concession cards include commonwealth health card, Pensioner Concession. Eligible students who do not hold a concession card will pay basic the Basic Fee unless special conditions apply. All other students (i.e not eligible for government funding) are required to pay the Full fee.

Additional fees

RPL 1st consultation is free	Total fee to be charged: \$1500 for Certificate III level course course(s) \$1800 for Diploma course(s) and Advanced Diploma Level courses.
Credit Transfer	nil
Other Fees	
Reassessment Fees	\$250
Re-issuance of student ID	\$20
Re-issuance of Testamur (Certificate or Statement of Attainment)	\$25
Late payment of tuition fees	\$50 per month
Dishonour fee (If payments are via direct debit and a payment has been dishonoured)	\$10

SKILLS FIRST STATEMENT OF FEES and Fee for service or full Fee paying student

The Student tuition fees as published are subject to change given individual circumstances at enrolment.

Course Code	Course Name	Duration	Indicative hours	Fee for Service or Full fee	Government Subsidy per course and per hour	Victorian Government Funding Under Skills First Program 2018-19	
						Concession	Non-concession
CHC30113	Certificate III in Early Childhood Education and Care	52 weeks	848	\$ 6,000.00	\$5936.00 \$7.00 per hour	\$10.00	\$50.00
CHC50113	Diploma of Early Childhood Education and Care	80 weeks	1988	\$ 10,000.00	\$11928.00 \$6.00 per hour	\$50.00	\$50.00

Concession Fees

For enrolments in courses at the Certificate IV level and below, the Training Provider must charge the concession fee (20% of the standard tuition fees) to an individual who, prior to the commencement of training, holds a current and valid:

- Health Care Card issued by the Commonwealth;
- Pensioner Concession Card; or
- Veteran's Gold Card; or

- an alternative card or concession eligibility criterion approved by the Minister for the purpose of these guidelines.

Please note: The concessions provided also apply to a dependent spouse or dependent child of a card holder.

For QLD domestic students:

Course	Full Fee (FFS*)	Concession	Non Concession
CHC30113** - Certificate III in Early Childhood Education and Care	AUD6,000	AUD 160.00 AUD 8.89 per unit	AUD 200.00 AUD 11.11 per unit
CHC50113*** - Diploma of Early Childhood Education and Care	AUD10,000	AUD 200.00 AUD 7.14 per unit	AUD 250.00 AUD 8.92 per unit

* FFS – Fee for Service

** Certificate 3 Guarantee Program

*** Higher Level Skills Program