

## Schedule of Fees and Charges

Version and Date:	Purpose and Comments:	Responsible Person:	Review Date
May 2020 – V2	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015	RTO Manager and PD&S General Manager	Annually

Gowrie Training & Consultancy (RTO 45602) delivers and assesses the following qualifications:

- CHC30113 Certificate III in Early Childhood Education and Care; and
- CHC50113 Diploma of Early Childhood Education and Care

Gowrie Training & Consultancy operates in accordance with applicable legislation including the Standards for Registered Training Organisations (RTOs) 2015. The RTO is entitled to charge fees for the services provided to learners undertaking a course of study. These fees are for items such as registration, course materials, administrative support, learner services and training and assessment services. Review of the fee schedule occurs annually and endeavours to keep the cost of training down while continuing to be committed to quality of service.

### When and how do I pay?

For Fee for Service learners (self funded), fees are payable per unit of competency prior to commencement of each unit. Learners may negotiate payment plans if required. Payment methods include: Visa, MasterCard, direct deposit or cheque.

For learners/services supported through subsidised funding, an invoice will be generated on enrolment and is payable on commencement unless a payment plan has been negotiated prior to commencement. The RTO may discontinue training if the fee is not paid as required.

### Can I get a refund?

Yes - If you give notice to cancel your enrolment **more than 10 days prior** to the commencement of a program you will be entitled to a full (100%) refund of fees paid. The Registration Fee is non-refundable.

If you give notice to cancel your enrolment **less than 10 days prior** to the commencement of a program you will be entitled to a 75% refund of fees paid.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Professional Development & Support General Manager if there are extenuating or significant personal circumstance that led to your withdrawal.

If for any reason the RTO is unable to fulfill its service agreement with a learner/service, a refund will occur for the proportion of fees paid for services not delivered.

**If entitled to a refund, how do I get a refund?**

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you.

**Are my fees protected in case I need a refund?**

Yes – the RTO acknowledges that it has a responsibility to protect the fees paid by learners/services. To meet this need, we only accept payment of no more than \$1,500 from each learner (this limit is not related to workplace payments) prior to the commencement of the course. Each subsequent payment to be paid will not exceed \$1,500. The subsequent payments are based on the costs of your training and assessment which is yet to be delivered. If the cost of the course is less than \$1,500, the full amount will be requested before the program commences (payment plans may be negotiated).

**Do I pay GST in my tuition fees?**

No – GST is exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course.

**First Aid**

For existing workers and/or trainees, the First Aid Unit is an additional cost and must be organised and completed through an external specialist Registered Training Organisation. Please seek advice from Gowrie Training & Consultancy on the relevant Unit Code. The RTO will issue a direct Credit Transfer on sighting of the original Statement of Attainment for this unit.

\*For Jobseeker programs, the First Aid unit is included and does not incur a fee.

**Debt**

Gowrie Tasmania Finance & Business Services manage invoices and therefore debt recovery. Any debts that are submitted to a debt collection agency incur a 25% additional fee. Certificate's and/or Statement of Attainments will not be issued until all debts are paid in full.

Testamurs and/or Statements of Attainment will only be issued once the fees for your course have been paid in full. Failure to pay debts may also result in you not being permitted to enrol in any subsequent Gowrie Training & Consultancy courses until the debt has been cleared.

If you experience difficulties in paying the fees, please contact Administration Manager on (03) 62306824 to discuss your options.

**Qualifications & Associated Charges**

The fee you pay the RTO will depend on the qualification and/or skill set you choose and may vary depending on:

- the level of government subsidy available;
- the cost of delivery;
- any previous study you have undertaken and/or
- your personal circumstances.

Please note: Skills Tasmania eligibility for funding subsidy <https://www.skills.tas.gov.au>

\*Gap fees are applied to Traineeships for both CHC30115 and CHC50113, and the employer will be invoiced when the learner is enrolled.

### Recognition of Prior Learning (RPL)

Fee for Service learners completing RPL will be charged a minimum of 50% of the single unit cost per unit. However, if significant gap evidence/training is required the fee will rise to the full cost. Learners will be provided with RPL/Fee for Service Unit Cost sheet prior to enrolment.

### Credit Transfer costs

Credit Transfers incur no cost.

<b>Full Fee without any subsidies being applied</b>	<b>Fee</b>
Enrolment Registration - full qualification (not applicable for Job Seeker Program)	\$50.00
Enrolment Registration - in an Individual Unit of Competency Enrolment Registration - in a Customised Skill Set	\$5.00 \$15.00
<b>CHC30113 -Certificate III in Early Childhood Education &amp; Care (18 units)</b> Incurs an annual administration levy on completion of each 12-month period (calendar year) - If enrolled under 6 months charging of the annual levy will be at the discretion of the RTO until qualification is completed – up to a maximum of 3 years. <i>(The annual administration levy also applies to traineeships)</i>	\$6,250 \$100
<b>CHC50113 - Diploma of Early Childhood Education &amp; Care (28 units)</b> Incurs an annual administration levy on completion of each 12-month period (calendar year) - If enrolled under 6 months charging of the annual levy will be at the discretion of the RTO until qualification is completed – up to a maximum of 4 years. <i>(The annual administration levy also applies to traineeships)</i>	\$14,770 \$100
<b>Trainees covered by User Choice Agreements</b>	<b>Gap Fee</b>
<b>CHC30113 - Certificate III in Early Childhood Education &amp; Care</b> Trainees covered by a User choice Agreement – Gap fee paid by the employer. The cost for the learner to complete First Aid units is also the responsibility of the employer and a credit transfer will be completed.	\$700.00
<b>CHC50113 - Diploma of Early Childhood Education &amp; Care</b> Trainees covered by a User choice Agreement – Gap fee paid by the employer. The cost for the learner to complete First Aid units is also the responsibility of the employer and a credit transfer will be completed.	\$1500.00
<b>Miscellaneous Charges</b>	
Re-issuing a qualification or statement of attainment	\$35.00 plus GST
Replacement of hard copy text or learning material	At cost
Posting of hard copy guides to learners incur cost recovery postal charges.	