



Schedule of Fees and Charges

Australian College of Skills & Education (ACSE) is a Registered Training Organisation (RTO Code: 45310) and operates in accordance with applicable legislation and the Standards for Registered Training Organisations 2015. ACSE charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services.

When and how do I pay?

Fees are payable when you receive your confirmation of enrolment and invoice for the enrolment fee. Fees must be paid in full within 5 days of receiving this notification from ACSE. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card via Pay Pal.

Can I get a refund?

Yes - If you give notice to cancel your enrolment 72 hours or more prior to the commencement of a program, you will be entitled to a full (100%) refund of fees paid.

If you give notice to cancel your enrolment 72 hours or less prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by ACSE is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

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 Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

Our guarantee to you

If for any reason ACSE is unable to fulfil its service agreement with a student, ACSE must refund the student's proportion of fees paid for services not yet delivered.

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. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

Are my fees protected in case I need a refund?

Yes - ACSE has a responsibility to protect the fees paid by students. To meet this need, ACSE will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. This fee protection arrangement complies with national standards designed to limit the amount paid by a student's in advance of services being delivered.

Am I protected under Australian Consumer Law?

Document Date:	30 November 2018	Document Version:	Australian College of Skills & Education Pty Ltd Version: 1.2	Form No: Admin_01
Document Owner:	Chief Executive Officer	File Name/Location:	Schedule of Fees Dropbox	Page 1 of 4



- Yes, as a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and also under State and Territory consumer protection laws. These protections include areas such as unfair contract terms, the consumer guarantees and sales practices. You can find out more information about your rights as a consumer from the Australian Consumer Law website which includes a range of helpful guides relating to specific areas of protection. This includes consumers have a cooling-off period of 10 business days, during which they can cancel the contract without payment or penalty.

Please visit the following site for more information: [Australian Consumer Law](#)

Do I pay GST in my tuition fees?

No – Training tuition fees are GST 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. GST does apply on the payment of some miscellaneous charges.

Changes to terms and conditions

ACSE reserves the right to amend the conditions of the student’s enrolment at any time. If amendments are made that effect the student’s enrolment the student will be informed 7 days prior to changes taking effect.

Responsibility for training quality

ACSE is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality and compliance of the training and assessment being delivered in this course and for the issuance of all AQF certificates. Please refer to the Student Handbook for further information on all student rights and obligations.

Courses Offered

CHC50113 Diploma of Early Childhood Education and Care	\$3500
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$1500 – 2nd Payment - Within 14 days after the course commencement: \$500 – 3rd Payment - Made before the calendar halfway mark of the program: \$500 – 4th Payment – Made before the calendar ¾ mark of the program: \$500 – Final Payment – Before completion: \$500 	
CHC52015 Diploma of Community Services	\$3500
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$1500 – 2nd Payment - Within 14 days after the course commencement: \$500 – 3rd Payment - Made before the calendar halfway mark of the program: \$500 – 4th Payment – Made before the calendar ¾ mark of the program: \$500 – Final Payment – Before completion: \$500 	
FNS50217 Diploma of Accounting	\$2250
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$1000 	



<ul style="list-style-type: none"> - 2nd Payment - Made before the calendar halfway mark of the program: \$1000 - Final Payment – Before completion: \$250 	
BSB51918 Diploma of Leadership and Management	\$1925
<ul style="list-style-type: none"> - 1st Payment - Enrolment confirmation: \$1000 - 2nd Payment - Made before the calendar halfway mark of the program: \$500 - Final Payment – Before completion: \$425 	
BSB51415 Diploma of Project Management	\$1925
<ul style="list-style-type: none"> - 1st Payment - Enrolment confirmation: \$1000 - 2nd Payment - Made before the calendar halfway mark of the program: \$500 - Final Payment – Before completion: \$425 	
CHC30113 Certificate III in Early Childhood Education and Care	\$1550
<ul style="list-style-type: none"> - 1st Payment - Enrolment confirmation: \$1000 - Final Payment – Before completion: \$550 	
FNS40217 Certificate IV in Accounting and Bookkeeping	\$1850
<ul style="list-style-type: none"> - 1st Payment - Enrolment confirmation: \$1000 - 2nd Payment - Made before the calendar halfway mark of the program: \$500 - Final Payment – Before completion: \$350 	
BSB20115 Certificate II in Business	\$1150
<ul style="list-style-type: none"> - 1st Payment - Enrolment confirmation: \$1000 - Final Payment – Before completion: \$150 	
FSK20113 Certificate II in Skills for Work and Vocational Pathways	\$1150
<ul style="list-style-type: none"> - 1st Payment - Enrolment confirmation: \$1000 - Final Payment – Before completion: \$150 	
CPCWHS1001 Prepare to Work Safely in the Construction Industry	\$120
<ul style="list-style-type: none"> - 1st Payment – Due in full for Enrolment confirmation: \$120 	
HLTAID001 Perform cardiopulmonary resuscitation (CPR)	\$60
<ul style="list-style-type: none"> - 1st Payment – Due in full for Enrolment confirmation: \$60 	
HLTAID003 Provide First Aid	\$120
<ul style="list-style-type: none"> - 1st Payment – Due in full for Enrolment confirmation: \$120 	
HLTAID004 Provide an emergency first aid response in an education and care setting	\$120
<ul style="list-style-type: none"> - 1st Payment – Due in full for Enrolment confirmation: \$120 	



Recognition of Prior Learning	\$1500 up-front fee
<p>The RPL process requires a \$1500 up-front payment taken as a component of the total tuition fee. The total cost for RPL is calculated at 50% of the full fee paying price outlined in this schedule of fees. Any units required to study as bridging will be charged at full unit cost. This is determined on application by dividing total tuition fee by the total number of course units to arrive at a unit costing.</p>	

Notes.

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are identified above for completing an individual unit of competency. The initial application/enrolment fee for RPL into the above qualifications is \$1,500.00 with the balance of the fee due at the completion of the RPL assessment process before any AQF certificate is issued.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.
- All fees must be paid in full before students can be issued with any AQF Certificate relating to their achievements
- Student should refer to the course brochure to identify the cluster outline within each course

Other fees and charges

Item	Cost
Copy Fee. Required where a student requests a photocopy of their student record	\$10.00 (Incl. GST)
Re-issuing a certificate, qualification or statement of attainment	\$50.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$ Market Cost (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)
<p>Note: Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.</p>	