

STATEMENT OF FEES

Qualification	CHC33015 Certificate III in Individual Support
Course Currency	Current Superseded Non-Current Deleted
Your Enrolment Category (Funding status)	Skills First Standard Tuition Fee

Fees & Charges			
Enrolment Category (Funding status)	Indicative Training Plan Hours	Hourly Tuition Fee Rate	Total Cost To You
Skills First Standard Tuition Fee*	715	\$ 0.00	\$ 0.00
<i>*These tuition fees are calculated based on your indicative training plan hours, multiplied by your hourly tuition rate. The student tuition fees as published are subject to change given individual circumstances at enrolment. This training is delivered with Victorian and Commonwealth Government funding.</i>			

Government contribution		
<i>*This training is delivered with Victorian and Commonwealth Government funding. The government contribution to the delivery cost of this course is only applicable to individuals that are eligible under the Skills First program. Please note these funds are paid directly to the training provider (Aged Care Training Services). The Government contribution for this course is greater for Skills First concession students.</i>	Maximum Training Plan Hours Payable	Government Subsidy
		715

Terms & Conditions

1. Fees and charges

- 1.1 This Statement of Fees has been prepared for you based on your initial eligibility assessment factoring in your current circumstances. This quote is inclusive of your deposit. In the event that your circumstances change, or you do not provide evidence to support your eligibility for **Skills First** funding (where applicable) or a concession rate (where applicable) your fees will need to be adjusted according to the evidence provided.
- 1.2 Where there is a discrepancy between the Statement of Fees and the information provided by you at the time of enrolment or the evidence you provide does not support your eligibility to access a **Skills First** subsidised place or concession rate, our office will contact you to arrange an amendment to your fees.
- 1.3 Your tuition fee is calculated based on the total indicative training plan hours (**up to the maximum payable as per the Victorian Purchasing Guide**) multiplied by the hourly tuition rate set by Aged Care Training Services (ACTS).
- 1.4 The indicative training plan hours are indicative only and will be confirmed upon finalisation of your training plan factoring in any Credit Transfers and or Recognition of Prior Learning.
- 1.5 The hourly tuition rate differs according to the enrolment category relevant to your individual circumstances. The two options available for individuals that are eligible for (and wish to avail of) **Skills First** funding is: **Skills First Standard Tuition Fee** or **Skills First Concession Tuition Fee**. The concession fee is 20% of the Standard **Skills First** Tuition.
- 1.6 Students who are not eligible, or choose not to utilise, **Skills First** funding must pay Fee for Service.
- 1.7 The student tuition fees as published are subject to change given individual circumstances at the time of enrolment.
- 1.8 Your course fees will cover the following:
 - o Individual Course Manuals and Assessment Activities
 - o Fit2Work National Police Check
 - o Aged Care Training Polo Shirt and Name Badge for your Practical Placement

2. Invoicing

- 2.1 ACTS does not accept payment in advance of more than \$1,500.00 from each individual student prior to the commencement of the course.
- 2.2 Invoices are issued after you have commenced training.
- 2.3 Invoices are payable in full, within 30 days.
- 2.4 If you chose to pay your course fees via a Payment Plan, payments will be made according to the agreed payment plan option you choose.
- 2.5 Where confirmation of Credit Transfers and/or Recognition of Prior Learning (based on valid evidence provided) occurs after the invoice has been generated but prior to course completion, the invoice will be adjusted to reflect the Credit Transfers and/or RPL Granted.

3. Access to future funding

- 3.1 If you are eligible for a government funded position under the **Skills First** program, please be aware that utilising the funding for this course will impact you access to future funding.
- 3.2 You can begin up to two Government subsidised course in a year. This includes courses with other training providers.
- 3.3 You can complete up to two Government subsidised courses at the same time.
- 3.4 You can begin up to two Government subsidised courses at the same qualification level in your lifetime, regardless of whether you complete these courses or not.

4. Enrolment acceptance

- 4.1 Your enrolment will not be finalised until it has been confirmed that this course/s is the most suitable for your individual circumstances, is aligned with your capability, you have accurately completed all relevant documentation, provided evidence of eligibility where relevant. All documentation will be reviewed and undergone a final admission quality check.
- 4.2 After you have attended our induction session, please take the time to fully consider your personal circumstances, the course you are about to commence and the agreement you have signed. If you change your mind and do not wish to go ahead and commence your course, please advise us in writing or verbally and we will refund your deposit

5. Additional Fees & Charges

- 5.1 In the event you request a replacement certificate (for the full qualification or Statement of Attainment for individual unit(s)) you will be charged \$50.00
- 5.2 Recognition of Prior Learning (RPL) \$250.00 application and assessment fee. Additional hour of RPL assessment is charged at \$60.00 per hour. A quote will be provided at the beginning of an RPL application process
- 5.3 Replacement course polo shirt is \$30.00 per shirt
- 5.4 Replacement course text book is \$100.00 per book
- 5.5 NDIS Worker Screening Check \$121.10 (not mandatory, at discretion of work placement preference)

6. Government Contribution

- 6.1 This training is delivered with Victorian and Commonwealth Government funding. The government contribution to the delivery cost of this course is only applicable to individuals that are eligible under the **Skills First** program. Please note these funds are paid directly to your training provider. The Government contribution for this course is greater for **Skills First** concession students.

7. Payment Plans

- 7.1. Fee for Service students automatically enter a Payment Plan.
- 7.2. Payment Plans can be used for any amount over \$50.
- 7.3. The Payment Plans are calculated to not exceed past the first 10 months of your course duration. This can be negotiated based on individual circumstances Payment Plans are administered by a third party provider Debit Success.
- 7.4. Payment plans are administered by a third party provider Debit Success
- 7.5. After your enrolment has been accepted and finalised and you have commenced your course, you will be sent a link to Debit Success.
- 7.6. The link to Debit success will contain your proposed payment plan details.
- 7.7. Upon receiving the link, you are required to verify the payment plan details and provide personal banking information.
- 7.8. Prior to accepting and submitting your payment plan with Debit Success please ensure you carefully read all of Debit Success' terms and conditions. Please ensure you understand the penalties that apply in the event of a payment default and that you are fully aware of how to change your payment plans in the event that you need to.
- 7.9. You will have 7 days after receiving the link to Debit Success to submit your payment plan. In the event you have concerns about your Debit Success payment plans please feel free to contact our office to discuss further.

8. Qualification

- 8.1. Certificates for completed qualifications will only be released when students have paid all outstanding fees and charges.

9. Refunds

- 9.1. Where our Registered Training Organisation ceases operation, a full refund will apply (including deposit).
- 9.2. We will endeavour to complete the training and/or assessment once course has commenced, to the best of our ability. If we cancel a course, a refund of all fees for training that has not been delivered is paid to the student, unless satisfactory alternative arrangements can be made
- 9.3. If you withdraw **prior to week 2 of your course**, a full refund will be issued.
 - If you intend to withdraw from your course, you can complete this by contacting the head office or your trainer directly
 - You can also submit this in writing to info@agedcaretrainingservices.com.au. You must include your details along with the reason for withdrawal.
- 9.4. In the instance where Credit Transfer or Recognition of Prior Learning is applied for Skills First students after the invoice has been paid in full, students will be granted a refund for the applicable nits of competency
- 9.5. Refunds requested outside of the above circumstances will be given consideration, on a case by case basis at the discretion of ACTS.

10. Education Support Services

We aim to provide all learners with a positive learning journey. We are committed to you and ensuring that you receive all the support required to enable you to develop your competence.

- 10.1. Where students require additional support over and above the scheduled face to face training sessions and allocated practice activities, this is provided using any, or all, of the following methods at no additional cost:
 - extra one on one session(s),
 - attending the course multiple times,
 - allocated time with a language, literacy and numeracy specialist or
 - simply a little extra encouragement
- 10.2. We closely monitor the progress of each individual student to ensure that we provide each and every student the best chance of a positive outcome. Assistance extends during class time as well as during practical placement.
- 10.3. In the event that a student presents with challenges that is outside of our expertise, we can refer students to a range of services and professional bodies and associations including personal and career advisory/counselling services. These can include;
 - The Reading and Writing Hotline
 - Alcohol & other drugs services in specific to your state of training
 - Beyond Blue

Any associated costs of accessing these services will be the student's responsibility.