



Course Fees Policy

1. PURPOSE

The purpose of this policy is to state the processes taken to ensure trainees are provided information about all fees and charges that may apply as well as the processes taken by Pro-Lift Training & Assessment Services when collecting fees.

Standard 7 – The RTO has effective governance and administration arrangements in place.

Clause 7.3

2. SCOPE

This policy applies to all Pro-Lift Training & Assessment Services staff involved in training and administration processes.

This policy also applies to trainees who are looking to enroll, have enrolled or are currently undertaking a training course.

3. RESPONSIBILITIES

RTO Manager – policy control, ongoing compliance and adjustment

RTO Administration Staff - implementation and use of policy

Trainees/Apprentices – to ensure they are fully aware of the fees and charges policy prior to enrolment of a training/assessment session or course.

Employers/Third Parties – to ensure they are fully aware of the fees and charges policy prior to enrolment of a training/assessment session or course.

4. POLICY

Course Fees

Pro-Lift Training & Assessment Services has implemented a fee payment and protection policy as outlined below.

For accredited training and/or assessment courses with a total cost over \$1500, no more than \$1500 will be payable by the trainee prior to course commencement. This will be classed as the enrolment fee and will confirm the trainee's enrolment.

Upon course commencement, the remainder of the course fees are payable by the trainee. At no time the total amount required to be paid by the trainee will exceed \$1500.

Payment instalments or a payment plan will be arranged for fees that exceed \$1500 and will be determined on each individual case.

For accredited training and/or assessment courses with a total cost under \$1500 the trainee must pay the full course cost to confirm enrolment.

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User Choice Funded Trainees and Apprentices

Student Contribution Fees will be calculated at the relevant 'nominal hour rate' depending upon the units of competency selected at induction. Fees will then be invoiced to the student.

Student contribution fees under the User Choice program are set at \$1.60 per nominal hour for each hour for each unit of competency. Student contribution fees are calculated at the commencement of training and may be adjusted annually dependent on any changes to the students selected units of competency or changes implemented by the Department of Education and Training.

If the student falls into any of the below exemption categories, the following concessions will apply.

Partial Exemption:

A rate of 40 percent of the fees will be charged if the student -

- a) Was or will be under 17 at the end of February in the year in which Pro-Lift Training & Assessment Services provides training, and the participant is not at school and has not completed year 12.
- b) Holds a Health Care Card or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependent of a person who holds the abovementioned card and is named on that said card.
- c) Student issues Pro-Lift Training & Assessment Services an official from under Commonwealth law confirming that the student, his or her partner or of whom the student is a dependent, is entitled to concession under a Health Care Card or Pensioner Concession Card.
- d) The student is an Aboriginal or Torres Strait Islander person. Acceptable evidence must be provided.

Full Exemption:

A full fee exemption may apply –

- a) Where payment of the student contribution fees would cause extreme financial hardship.
- b) Where the state, as represented by the department office responsible for the User Choice budget advises in writing that fees are optional.

Fee-free Year 12 Graduates:

Fees will not be charged to Year 12 graduates who –

- a) Commence an apprenticeship/traineeship within 12 months of completing Year 12; and
- b) Meet all student apprentice/trainee eligibility; and
- c) Enrolls in a high priority qualification identified by the Department of Education and Training.

Further information can be obtained through Pro-Lift Training & Assessment Services or <http://training.qld.gov.au/apprentices/index.html>

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In the event that the student contribution fees are greater than \$1500 then the Course Fees process applies. A payment plan may be developed on each individual's basis.

Course Fees Payment by Employers

In the instance when the employer is paying for a course the following options are available:

Fee for Service:

- a) The company must provide a purchase order to confirm trainee enrolment. Upon course completion, the company will be invoiced the total fees payable or,
- b) Full payment made via company credit card prior to course commencement to confirm trainee enrolment.

User Choice:

- a) The company or third party will be invoiced the tuition fees calculated at the relevant nominal hour rate, as mentioned above.

Certificate 3 Guarantee Trainees

Students are required to pay a co-contribution fee of:

- Full non-concession cost \$40
- Concession cost \$20

If the student is undertaking training at the Brisbane facility additional costs of \$50 per equipment unit of competency will apply.

Concessions may apply to students who can provide evidence of and fall into one or more of the following categories:

- The student holds a Health Care or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds a Health Care or Pensioner Concession Card and is named on the card
- The student can provide Pro-Lift Training & Assessment Services with an official form under Commonwealth law confirming that the student, their partner or the person of whom the student, is a dependant is entitled to concession under a Health Care or Pensioner Concession Card
- The student is an Aboriginal or Torres Strait Islander
- The student is a school student and is enrolled in a VETiS program (may include young people in detention)
- The student has a disability
- The student is an adult prisoner

A third party may pay the fees on the student's behalf but the fees cannot be waived by Pro-Lift Training & Assessment Services

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Trainee Communication

Trainees will be advised of fees and charges policy prior to course enrolment. This will be communicated via the Trainee Information Handbook and the Fees and Charges Procedures and will include all associated course costs relevant to each course.

Replacement Statement of Attainment

A fee of \$30 will be applicable for a replacement (re-print) Statement of Attainment.

Training Materials

Trainees or potential trainees may purchase additional training materials at a cost provided upon enquiry.

5. REFERENCES

NVR Standards
2010-2016 Use Choice Policy

6. RECORDS

PL-002 Refunds and Cancellation Policy
HB-001 Trainee Information Handbook
PR-007 Fees and Charges Procedures

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Document Control

Version	Date	Originator	Reviewed By	Date Approved	Comment
1	11/09/2014	P. Mould			New procedure
2	30/12/2014	P. Mould	P. Mould	05/01/2015	Update procedure to align with new standards
3	23/09/2015	P. Mould	P. Mould	23/09/2015	Update to include User Choice payments
4	29/10/2015	P. Mould	P. Mould	29/10/2015	Additional information to User Choice Student Contribution Fees and Exemptions
5	25/05/2017	P. Mould	P. Mould	25/05/2017	Additional fee information for Certificate 3 Guarantee program.

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