

RESPONSE EMPLOYMENT & TRAINING

SCHEDULE OF FEES & CHARGES



STANDARDS FOR REGISTERED TRAINING ORGANISATIONS 2015. RESPONSE EMPLOYMENT & TRAINING 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 Response Employment & Training.

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 PayPal.

Can I get a refund?

Yes - If you give notice to cancel your enrolment 10 business days 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 9 business days 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 Response Employment & Training 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 Response Employment & Training is unable to fulfil its service agreement with a student, Response Employment & Training 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 - Response Employment & Training has a responsibility to protect the fees paid by students.

To meet this need, Response Employment & Training 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 in advance of services being delivered.

Enrolment Fee

All courses have a set non-refundable enrolment fee of \$300.00

Do I pay GST on 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

Response Employment & Training reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that affect the student's enrolment the student will be informed 7 days prior to changes taking effect.

Responsibility for training quality

Response Employment & Training is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

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.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US FOR FURTHER HELP OR INFORMATION.

CEO

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CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (DISABILITY)

Full Payment / Cost

\$2100.00

Instalments

- 1st Payment - Enrolment confirmation: \$1,000.00
- 2nd Payment – Within 5 days after the course commencement: \$1,000.00
- 3rd Payment – Due before the completion of the course: \$100.00

Payment Plan

\$175.00 per fortnight for 12 weeks

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- 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.

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	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$95.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)

CHC43115 CERTIFICATE IV IN DISABILITY

Full Payment / Cost

\$3,510.00

Instalments

- 1st Payment - Enrolment confirmation: \$1,500.00
- 2nd Payment – Within 5 days after the course commencement: \$1,500
- 3rd Payment – Due before the completion of the course: \$510.00

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Payment Plan

\$135.00 per fortnight for 26 weeks

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- 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.

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	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$95.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)

HLT33015 CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

Full Payment / Cost

\$3,510.00

Instalments

- 1st Payment - Enrolment confirmation: \$1,500.00
- 2nd Payment – Within 5 days after the course commencement: \$1,500
- 3rd Payment – Due before the completion of the course: \$510.00

Payment Plan

\$135.00 per fortnight for 26 weeks

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- 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

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	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$95.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)

HLT43015 CERTIFICATE IV IN ALLIED HEALTH ASSISTANCE

Full Payment / Cost

\$9,100.00

Instalments

- 1st Payment - Enrolment confirmation: \$1,500.00
- 2nd Payment – Within 5 days after the course commencement: \$3,500.00
- 3rd Payment – Due before mid-course: \$3,500.00
- 4th Payment – Due before the completion of the course \$600.00

Payment Plan

- \$350.00 per fortnight for 26 weeks
- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- 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.

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	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$95.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)

CHC22015 CERTIFICATE II COMMUNITY SERVICES

Full Payment / Cost

\$2,400.00

Instalments

- 1st Payment - Enrolment confirmation: \$1,000.00
- 2nd Payment – Within 5 days after the course commencement: \$1,000.00
- 3rd Payment – Due before the completion of the course \$400.00

Payment Plan

\$200.00 per fortnight for 12 weeks

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- 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.

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	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$95.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)

CHC42015 – CERTIFICATE IV IN COMMUNITY SERVICES

Full Payment / Cost

\$3,900.00

Instalments

- 1st Payment - Enrolment confirmation: \$1,500.00
- 2nd Payment – Within 5 days after the course commencement: \$1,500.00
- 3rd Payment – Due before the completion of the course: \$900.00

Payment Plan

\$150.00 per fortnight for 26 weeks

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- 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.

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	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$95.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)

BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT

Full Payment / Cost

\$4992.00

Instalments

- 1st Payment - Enrolment confirmation: \$1,500.00
- 2nd Payment – Within 5 days after the course commencement: \$3,500.00
- 3rd Payment – Due before the completion of the course: \$992.00

Payment plan

\$192.00 per fortnight 26 weeks

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- 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.

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	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$95.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)