

Fee Policy

Purpose

The purpose of this policy is to inform the approach to the charging and receiving of student fees associated with education and training.

Scope

Macedon Ranges Education charges fees for services provided to students undertaking training and assessment that leads to a nationally recognised outcome. These charges are for items such as course materials, student services, administration and training and assessment services.

Policy

Fees payable

Fees are payable when a student has received confirmation of enrolment. The initial fee payment must be made at the time of enrolment. Macedon Ranges Education may cancel enrolment or discontinue training and assessment services if fees are not paid within 14 days from the date of enrolment. Fees are invoiced directly to a student and can be payable by the student or their employer (where nominated during the pre-enrolment process).

Current fees and charges for Macedon Ranges Education Courses are published on the Macedon Ranges Education website (www.mymre.com.au) and a full fee schedule is made available in the Student Information Guide.

Fee Schedule Macedon Ranges Education 2023 – 2024

Course Fees for Course Code & Course Name	No of Units	Per Unit Fee*	Total Course Fees	Materials Fee Total All Units**	Administration Fee**	Total Enrolment Fee
BSB20120 - Certificate II in Workplace Skills	10	\$85.00	\$850.00	\$200.00	\$110.00	\$1160.00
BSB30120 - Certificate III in Business	13	\$95.00	\$1235.00	\$260.00	\$110.00	\$1595.00
BSB40520 - Certificate IV in Leadership and Management	12	\$105.00	\$1260.00	\$240.00	\$110.00	\$1610.00
BSB40920 - Certificate IV in Project Management Practice	9	\$105.00	\$945.00	\$180.00	\$110.00	\$1235.00
FNS30322 - Certificate III in Accounts Administration	11	\$95.00	\$1045.00	\$220.00	\$110.00	\$1,375.00

FNS40222 -Certificate IV in Accounting and Bookkeeping	13	\$105.00	\$1365.00	\$260.00	\$110.00	\$1735.00
BSB50120 – Diploma of Business	12	\$145.00	\$1740.00	\$240.00	\$110.00	\$2090.00

*Unit Fees may change at the discretion of Macedon Ranges Education.

**Non-Refundable Fees

Course Extension Fees	Fees
1 month course or subject extension***	\$85.00
2 month course or subject extension***	\$155.00
6 month course or subject extension***	\$450.00

***All enrolment extension options must be applied for and paid within 30 days of the expected end date of the course. If the student is applying beyond 30-days of the expected end date, the student will be required to re-enrol in the units they have not completed. Extensions are only approved for full qualification enrolments.

Payment Plans

Students may elect to pay fees through instalments by entering a payment plan with Macedon Ranges Education via GoCardless, with an option to select deductions from different payment schedules. Payment plan documentation is located on the GoCardless Website and retained on a student's file during enrolment.

If fees are unpaid on completion or withdrawal from enrolment no certification will be issued.
Schedule of fees and charges

Approval Process

The CEO is responsible for approving the Macedon Ranges Education schedule of fees and charges and payment plan schedules.

Information provided to candidates

Information is provided to candidates during the pre-enrolment process and as published in the qualification course information guide as well as the Student Information Guide as follows:

- The total amount of all fees including course fees, administration fees, material fees and any other charges for enrolling in a qualification, skill set or single units,
- Payment terms, including the timing and amount of fees to be paid and any non-refundable administration fees
- The nature of the guarantee given by Macedon Ranges Education to honour its commitment to deliver services and complete the training and/or assessment once the student has commenced study
- The fees and charges for additional services, including such items as issuance of a replacement certificates or statement of results

Limitations of Fees Charged

Macedon Ranges Education acknowledges that it has a responsibility under Schedule 6 of the Standards for Registered Training Organisations 2015 to limit the fees paid by students in advance of training and assessment services being delivered.

To meet our responsibilities Macedon Ranges Education may accept payment of no more than \$1,500 from each student prior to the commencement of the course. This requirement applies regardless of the payment for the fees are being made directly or through a third party.

Following the course commencement, Macedon Ranges Education may require payments of additional fees as per scheduled payment plans from the student but only such that at any given time, the amount required to be paid in advance is consistent with the portion of training being delivered.

Payment of GST

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. ATO reference: <http://law.ato.gov.au/atolaw/view.htm?docid=GST/GSTR20031/NAT/ATO/000001> Where a student is enrolled in a course which is offering units of competency or a whole qualification, the course fees attached to this enrolment will be exempt from the payment of GST. GST does apply on the payment of some miscellaneous charges where these charges are in addition to and outside the normal services offered in a course.

Miscellaneous charges

Macedon Ranges Education will levy some miscellaneous charges for services. These may include:

Other Fees and Charges	Fees
Materials Fee	\$20.00 per Unit Enrolled
Unit Transfer Fee	\$50.00 Per Unit
Remarking/Resubmission for 3 rd Attempt	\$85.00 Per Unit Per Attempt
Administration Fee	\$110.00
Course Cancellation or Withdrawal Fee	\$185.00
Certificate or Statement of Attainment Re-Issuance fee	\$50.00 Per Certificate Plus Postage
Printed/Hard Copy Text Replacement Fee	\$75.00 per Text Plus Postage
Printed Learning Materials And Assessment Fees	\$45.00 per Unit Plus Postage
Student Card Replacement Fee	\$35.00
Transition to a New Qualification or Unit Due to Training Package Change	No Charge

<p>Re-enrolment where the enrolment has reached the approved number of delivery hours for the course or your course end date. Recommend Retail Price (RRP) of the units of competency incomplete.</p> <p>Please speak with our Education and Training Administrator as fees will be based your study situation.</p>	To Be Determined at Re-Enrolment
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Additional support services

Additional costs incurred will depend on the services sought. All additional costs regarding additional support funding will be at the student's expense. Expenses will be determined and discussed with students on a case-by- case basis and documented in the Student Management System used by Macedon Ranges Education as well as n the students file in Vasto.

Student complaints about fees or refunds

Students who are unhappy with Macedon Ranges Education arrangements for the collection and refund of fees are entitled to lodge a complaint. This should occur in accordance with the RTO Complaints Policy and Procedure.

Related Documents:

- Refund Policy
- Fee Schedule Macedon Ranges Education
- Student Information Guide

Version Control

This document is under version control.

Version	1.2	Created Date	18 Apr 2023
Created By	Dot Smith	Modified Date	16 Apr 2024
Modified By	Dot Smith	Status	Approved
Policy Group	Marketing	Approved By	Iona McKimmie