

Training QMS

Fees and charges information – pre-enrolment

<p>Compliance requirement</p> <p>5.3. Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:</p> <p>a) all relevant fee information including: i) fees that must be paid to the RTO; and ii) payment terms and conditions including deposits and refunds;</p>	<p>SRTO 5.3 (a)</p>
<p>Course Information - Pre-enrolment information</p> <p>Where fees are collected from individual learners the following must be included in the pre-training review.</p> <ul style="list-style-type: none"> • Calculation of fees and charges including tuition and material fees • Identification of current skills and competencies (RPL and Credit Transfer) • Payment terms and conditions including deposits (10% deposit required prior to or upon enrolment, monthly equal payments across the duration of course) • Individual Statement of Fees to be provided to the individual student prior to enrolment and paying fees • Any charges for resources (material fees) • Reference to government subsidy if appropriate <p>Note: Initial payment prior to commencement must not exceed \$1,500.00</p>	<p>RTO administration</p>
<p>Learner Handbook - Pre-enrolment information</p> <p>This financial information is included in the Learner Handbook, via the website</p> <ul style="list-style-type: none"> • Refund policy and conditions for refund • Charges for re-assessment • Charges for re-issue of testamurs 	
<p>Related procedures</p> <ul style="list-style-type: none"> • Learner Handbook • Individual Statement of Fees – Certificate III in Early Childhood Educational and Care • Individual Statement of Fees – Certificate III in Education Support • Individual Statement of Fees – Diploma of Early Childhood Education and Care • Individual Statement of Fees – Certificate III in Individual Support • Individual Statement of Fees – Certificate IV in Disability 	