



advance business specialists

BUILDING BETTER BUSINESSES

Fees & Charges Policy & Procedure

Scope of Policy

Advance Business Specialists (ABS) as a Registered Training Organisation (RTO) operates in accordance with the AQTF Essential Conditions and Standards for Continued Registration. As such we endeavour to make entrance to all advertised courses financially viable for all students by offering flexible payment options to meet individual needs.

The details contained in this policy are broadly outlined under two categories:

- Private training and tuition
- Government Funded Courses

Additional information relating to fees and charges are also contained under the sections on:

- Refunds & Cancellations
- Miscellaneous Charges
- Payments

Private Training & Tuition - Nationally Recognised Qualifications & Accredited Courses:

Fee amounts, terms and conditions will be provided in information located either on the Advance Business Specialists (ABS) website or by contacting our organisation and enquiring about course availability, delivery and relevant fees. If applicable, information literature will inform clients of any additional costs involved in undertaking their chosen course. Completion of an enrolment form by a candidate and acceptance of the enrolment by ABS constitutes an agreement to honour the contract outlined.

Payment procedures:

1. 10% deposit (up to \$500 max) and progressive monthly payments for Nationally Recognised Qualifications (including Traineeships). Full payment in advance for Short Courses and other programs.
2. Deposits are due at least two weeks prior to the course commencement date via payment methods noted at the bottom of this policy.
3. Confirmation of a student's place in the course will be made upon receipt of the deposit.

Payment by instalments

Payment plans can be negotiated if clients are seeking to vary the standard payment arrangements.

1. Instalment amounts will be calculated to be paid in intervals as agreed between the client and the manager of ABS.
2. If regular instalments are not made during this time, assessment will cease until payments are resumed & no certificate will be issued until full payment of the course is finalised.

Recognition of Prior Learning (RPL)/Recognition of Current Competencies (RCC) Fees (definition below)

Fees will be negotiated with students prior to the application being made depending on the number of units the application is for. Fees are payable at the time of submission.

Credit Transfer (definition below)

No charge

Government Funded Courses VET Fees & Charges

Students enrolling into Units of Competency/Modules or vocational courses/qualifications may be charged the following fees and Charges for a semester (ie: 6 month period that contains the study start date of a unit in which the student is enrolled).

Course Fees: Charged per unit and based on the number of hours assigned to each unit. This will be the same for Recognition of Prior Learning (RPL) (*see table below*).

Resources Fees: Covers materials given to the student for learning and assessments in the course of instruction. The fee also covers internet charges and other services utilised by students during training.

		Unit Fee for Training	Semester Max for Training
COURSE FEES – Vocational Courses			
Non Concessional Student			\$606.00
Band 1	Units between 1 and 14 hours	\$16.00	
Band 2	Units between 15 and 24 hours	\$34.00	
Band 3	Units between 25 and 50 hours	\$66.00	
Band 4	Units with 51 hours or more	\$128.00	
Concessional Student			\$303.00
Band 1	Units between 1 and 14 hours	\$8.00	
Band 2	Units between 15 and 24 hours	\$17.00	
Band 3	Units between 25 and 50 hours	\$33.00	
Band 4	Units with 51 hours or more	\$64.00	
RESOURCE FEES			
Fees vary depending on the unit/units undertaken		varies	varies
OTHER FEES – eg: enrolment, administration			
Applicable per academic year		n/a	n/a

Skills Recognition: RPL/RCC & Credit Transfer

Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC) is a form of assessment which is the process of recognising a person's skills and knowledge which they have acquired through previous training, work and/or life experience. The benefits of Skills Recognition can include reduced time you have to spend attending class, undertaking assignments or relearning what you already know. For more information please look at ABS's Skills Recognition Policy and Procedure via our web-site. An enrolment fee applies for RPL/RCC assessments.

Credit Transfer recognises previous qualifications completed through previous formal study or training with a recognised training provider, school or university. Transfer of credit provides you with exemption from relevant units of competency. For more information please look at ABS's Skills Recognition Policy and Procedure via our web-site. There is no charge for credit transfer.

Concessions on Vocational Courses/Qualifications

The following students are entitled to the concession rate on course fees:

- a) Persons and dependants of persons holding (at the time of enrolment or commencement of classes)
 - i. A Pensioner Concession Card.
 - ii. A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
 - iii. A Health Care Card
- b) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- c) Persons and dependants of persons in receipt of Youth Allowance.
- d) Persons who are inmates of a custodial institution.
- e) Persons who have reached the age of 15 but who have not reached 18 years of age, and who are not due to reach 18 years of age in the calendar year for which they enrol (ie: for study in 2012, year of birth must be 1995, 1996 or 1997).

Unemployed persons enrolling in a vocational course are exempt from the course fee if they enrol before 30 June 2012. Normal full or concession rates apply after this date. The exemption only applies for a maximum of two semesters for the same course; or one semester if the course is completed within that semester.

Proof of eligibility for concession or for the unemployed exemption must be shown at the time of enrolment.

Further information regarding Vet fees and Charges can be found on the Department of Training and Workforce Development website www.trainingwa.wa.gov.au

Refunds and Cancellations

Clients are asked to ensure that they check their availability against dates and times for the relevant course.

Minimum and maximum numbers apply for all courses so late withdrawal may mean someone else will miss out or it may make the course financially unviable.

A 10% administration fee applies for withdrawals less than two week prior to the course commencing.

There is no refund for course fees paid once that course has commenced unless due to extenuating circumstances.

There is no refund for unsuccessful applications for RPL/RCC.

Full details on refunds and cancellations can be obtained via our web-site at www.absnetwork.com.au under Policies and Procedures on the Home Page.

Miscellaneous Charges

Other miscellaneous charges apply to the services provided by ABS. These include:

- \$25.00 for a re-issue of a Certificate, Qualification or Statement of Attainment
- Re-sitting of assessment where two attempts have previously been made
- A 20% collection fee for overdue accounts that are handed over to debt collectors

Payments

May be made by: Cheque, Direct Deposit or Credit Card

Full details to suit the clients preferred option will be provided on the enrolment form or via the ABS Online Enrolments on our web-site at www.absnetwork.com.au