

	<h1>FEES AND CHARGES GUIDELINES</h1>	<h2>QMS Documents</h2>
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## General Guidelines

Enrolment will be confirmed prior to course commencement. In the case of late bookings, confirmation may be via phone. A payment agreement (Fees & Charges Payment Form 2021) is required on enrolment.

**Enrolment is not complete until fees and charges are paid, or payment arrangements (Fees & Charges Payment Form) have been made, or fees and charges have been waived.**

### Funded programs including apprenticeships, traineeships, and pre-apprenticeships

**Note: all school-based trainees and apprentices are exempt from tuition fees**

These programs are funded by the Department of Training and Workforce Development through 'Jobs and Skills WA'.

Fees and charges are mandatory, as set annually by **The Department of Training and Workforce Development**, in their fees and charges policy. (Full details are available at the following link:

<https://www.dtwd.wa.gov.au/sites/default/files/uploads/dtwd-vet-fees-charges-policy-v1.0-jan2021.pdf>

This includes:

- **Fee waivers** - upon completion and approval of Financial hardship application
- **Concession rates** - as per criteria below
- **Refunds** - as per criteria below

**On enrolment, students will be issued with their current year of training tax invoice covering tuition fees, resource fees and any text books.**

**Students will take up one of the following payment options:**

- (a) Pay the full amount of tax invoice on enrolment by cash, cheque, credit card, direct deposit to Group Training South West (T/A The Apprentice and Traineeship Company), direct debit, with your authority, by Group Training South West (T/A The Apprentice and Traineeship Company) or EFTPOS
- (b) Completing the Payment Agreement form for direct debit, with your authority, of weekly amounts deducted from your bank, credit union or credit card account (Mastercard, Bankcard or Visa)
- (c) Present a signed authority from your employer on the Payment Agreement form to invoice your employer for the student fees and charges;
- (d) Make application on the grounds of severe financial hardship for fees and charges to be waived by completing the Financial hardship application

Students who fall behind in their instalments need to contact our Training Department, where an appropriate arrangement will be made with the student to pay the amount outstanding.

*"Students who have fallen behind in their payments must not be enrolled in additional units unless appropriate arrangements, agreed to by both the student and the RTO, have been put in place to pay the amount outstanding." VET Fees and Charges Policy 2019, January 2020 Version 1.0, DTWD*

## Lower Fees, Local Skills

From January 1 2021 through to 31 December 2021 selected VET Qualifications will only have to pay half of the standard course fees. Your course fees will be capped so that the maximum you'll pay each year for your qualification will be \$1,200, or only \$400 if you're aged 15—24 or eligible for a concession. This does not include any resource fees.

The qualifications that are affected by this program are our Electrical, Carpentry & Joinery and Engineering Apprenticeship programs, Electrical Instrumentation and our Pre-Apprenticeship courses. ATC's other courses are still at the normal fee rate.

Find out more here: <https://www.jobsandskills.wa.gov.au/skillsready>

**LOWER FEES  
LOCAL SKILLS**



**Concession Rate Criteria** *Eligibility for the concession rate on course fees is determined at the time of enrolment.*

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

- a) Persons and dependants of persons holding:
  - A Pensioner Concession Card.
  - A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
  - A Health Care Card.
- b) Persons and dependants of persons for whom the Commonwealth's JobKeeper payments are being received.
- c) Persons and dependants of persons in receipt of services from the following Commonwealth support or employment services programs:
  - Jobactive;
  - Online Employment Services; or
  - ParentsNext.
- d) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- e) Persons and dependants of persons in receipt of the Youth Allowance.
- f) Persons and dependants of persons who are inmates of a custodial institution.
- g) Secondary school-aged persons, not enrolled at school.

If the concession is valid for the full enrolment period, then all eligible units the student enrolls in within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units the student enrolls in on or after the start date and prior to the expiry of the concession attract the concession rate

**Fees and Charges Guide 2021**

An hourly rate based on enrolled hours will apply to each unit commenced in 2021.

**Table 1: Course Fees for 2021**

CATEGORY OF ENROLMENT	FEE RATE PER NOMINAL HOUR
<b>Non-concession Student</b>	
Category 1 -Diploma, Advanced Diploma* and Existing Worker Traineeships	\$5.79
Category 2 - Apprenticeships, Traineeships**and Priority Industry Qualifications (up to Certificate IV)	\$3.25
Category 3 - General Industry Training (up to Certificate IV)	\$4.88
Category 4 - Foundation Skills and Equity Courses	\$0.21
Category 5 - Targeted Fee Relief Courses	\$1.62
Category 6 - Fee-free Courses	\$0.00
<b>Concession Student</b>	
Category 1 -Concession-eligible Diploma and Advanced Diploma courses***	\$1.74
Category 2 - Apprenticeships, Traineeships**and Priority Industry Qualifications (up to Certificate IV)	\$0.97
Category 3 - General Industry Training (up to Certificate IV)	\$1.47
Category 4 - Foundation Skills and Equity Courses	\$0.21
Category 5 - Targeted Fee Relief Courses	\$0.48
Category 6 - Fee-free Courses	\$0.00

\*Excludes Diploma and Advanced Diploma qualifications that are targeted fee relief courses.

\*\*Excludes existing worker traineeships and targeted fee relief apprenticeships and traineeships.

\*\*\*Refer to the policy section of the Department's website for a list of qualifications for 2021.

**Category 5 courses – Fee caps**

The maximum course fee for non-concession students undertaking a targeted fee relief course in 2021 is \$1,200. For concession students and youth, the maximum course fee for undertaking a targeted fee relief course in 2021 is \$400. These maximums apply per course in 2021. Please refer to section 6.1.2 below for more information on the application of fee caps when the classification of courses changes mid-year.

Fee caps for secondary school-aged persons not enrolled at school

For secondary school-aged persons not enrolled at school, the maximum course fee chargeable in 2021 is \$420. The maximum is the total fee for all courses the student is enrolled in.

**Estimated course fees as a guide only.....**

Note: "The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees"

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A guide to the **maximum** student fees payable (not including resource fees or text books)

TRAINEESHIPS		SCH	CONC.	FULL	AGE Conc	RESOURCE FEE
52824WA	Cert II in Build. & Const. (Pathway – Trades)	250	\$259.96	\$871.00	\$420.00	\$229.75
MEM20105	Cert II in Engineering	302	\$300.70	\$1007.50	\$420.00	\$229.75
UEE40411	Cert IV in Electrical - Instrumentation	Units required for completion depend on prior qualifications and are charged at the traineeship fee rate				

PRIORITY INDUSTRY		SCH	YOUTH	FULL	CONC.	RESOURCE FEE
UEE40411	Cert IV in Electrical - Instrumentation	396	\$400.00	\$641.52	\$ 190.08	\$421.85

APPRENTICESHIPS		SCH	YOUTH	FULL	CONC.	RESOURCE FEE
CPC32011*	Cert III in Carpentry and Joinery Trade 1st Year	404	\$400.00	\$1200.00	\$201.60	\$252.00
	Cert III in Carpentry and Joinery Trade 2nd Year	363	\$400.00	\$555.66	\$164.64	\$205.80
	Cert III in Carpentry and Joinery Trade 3rd Year	160	\$272.16	\$272.16	\$80.64	\$171.36
UEE30811*	Cert III in Electrotechnology Electrician 1st Year	339	\$400.00	\$565.38	\$167.52	\$272.22
	Cert III in Electrotechnology Electrician 2nd Year	288	\$400.00	\$466.56	\$138.24	\$224.64
	Cert III in Electrotechnology Electrician 3rd Year	270	\$400.00	\$451.98	\$133.92	\$217.62
	Cert III in Electrotechnology Electrician 4th Year	36	\$58.32	\$58.32	\$17.28	\$28.08
MEM30305*	Cert III in Engineering - Fabrication Trade 1st Year	328	\$400.00	\$531.36	\$400.00	\$232.88
	Cert III in Engineering - Fabrication Trade 2nd Year	261	\$400.00	\$422.82	\$400.00	\$185.31
	Cert III in Engineering - Fabrication Trade 3rd Year	290	\$400.00	\$469.80	\$400.00	\$205.90

PRE-APPRENTICESHIPS		SCH	YOUTH	FULL	CONC.	RESOURCE FEE
52824WA*	Cert II in Build. & Const. (Pathway – Trades)	268	\$400.00	\$434.16	\$128.64	\$209.04
UEE22011*	Cert II in Electrotechnology (Career Start)	313	\$400.00	\$507.06	\$150.24	\$244.14
MEM20105*	Cert II in Engineering Fabrication - Heavy	310	\$400.00	\$502.20	\$148.80	\$220.10

**Note: Fees in excess of \$1500 will be invoiced in two instalments.**

**All students are able to sign up to a payment plan, in order to pay fees and charges over a period of time.**

**\*A part of the Lower Fees, Local Skills Program**

## Resource Fees

All students will be charged a resource fee for materials essential to the course of study and which do not form part of the course fee.

## Text books and stationery

Apprentices can purchase their text books through our Administration Department

## Refunds

### Cancellations and Transfers

Where cancellation or transfer of credit advice is received **more than two weeks prior** to course commencement, students will be entitled to a full refund, or will be able to transfer to another program of the same fee at no additional cost.

Where cancellation or transfer advice is received **less than two weeks prior** to course commencement, then a \$50.00 administration charge will apply. Where students fail to attend courses without withdrawal advice, then full fees will apply.

### Advice of withdrawal

Written advice of withdrawal is necessary to ensure you are eligible for refunds. The 'Fees and Charges Refund Request' form must be lodged within two weeks of the official withdrawal date.

### Full refunds

Students who withdraw are entitled to a full refund of the applicable course fee, resource fee and other fees where:

- A course/qualification or unit of competency is cancelled or re-scheduled to a time unsuitable to the student;
- A student is not given a place due to maximum number of places being reached

Accountable officers can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available trainer, or due to other circumstances caused by the RTO.

### Part refunds

The Apprentice and Traineeship Company sets a census/withdrawal date for each unit at no less than 20% of its duration.

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form before the census/withdrawal date for a unit will be eligible for a full refund of the course fee for the unit and 50% of the resource fee.

### Pro rata refunds

Accountable officers can approve a pro rata refund of fees and charges at any time during the course of delivery if students withdraw for reasons of personal circumstances beyond their control, for example:

- Serious illness resulting in extended absence from classes
- Injury or disability that prevents the student from completing their program of study
- Other exceptional reasons at the discretion of the responsible officer (including cancellation of apprenticeship/traineeship).

In all cases, relevant documentary evidence (for example, medical certificate) is required.

## Penalties

A penalty payment of \$200.00 may be incurred if an extension to the training program is required and/or extra assessments need to be conducted.

## Skills Recognition

### Credit Transfer – standard and non-standard exemptions

Students may be granted credit for the completion of formal accredited learning with a school, university or Registered Training Organisation (RTO). The transfer of credit provides the student with exemption(s) from relevant unit(s) of competency/module(s) within a course. Students are not charged for credit transfer. Proof must be presented upon application within 1 month of enrolment by completing the “application for credit transfer” along with your Statement of Attainment.

### Recognition of Prior Learning (Skills Recognition)

Recognition of Prior Learning is the acknowledgment of skills and knowledge obtained through formal training or study including courses at school, college, adult education and training programs at work, work experience including paid and volunteer work, as well as life experience including skills attained through leisure pursuits such as musical, mechanical or linguistic abilities. Individuals enrolling in RPL are charged at the normal fee rate. For further information on RPL, contact your trainer or the Training Department on 9725 7911.

### Fee for Service

All units of competence will be charged at \$150 per unit and applicants can purchase text books and other resources through our Administration Department

### Charges for specific services

Replacement of Statement of Attainment or Certificate

We will replace a Statement of Attainment or Certificate once we have received the application and payment.

### Relevant legislation

Vocational Education and Training Act 1996

School Education Act 1999

Vocational Education and Training (Colleges) Regulations 1996

Vocational Education and Training (General) Regulations 2009

### Review Date

This policy is to be reviewed by 31 December 2021 in line with the Department of Training and Workforce Development VET Fees and Charges Policy 2022.