



FEES AND CHARGES GUIDELINES

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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) 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 VET Fees and Charges Policy. (Policy can be found at the following link: <https://www.dtwd.wa.gov.au/about-us#policy>)

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 textbooks.

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 2023, January 2023 Version 1.0, DTWD

Lower Fees, Local Skills

From January 1 2021 through to 31 December 2025 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 Civil Plant Operations, Electrical and Carpentry 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>





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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; or
 - a Health Care Card.
- b) Persons and dependants of persons in receipt of services from the following Commonwealth support or employment services programs:
 - Workforce Australia; or
 - ParentsNext.
- c) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- d) Persons and dependants of persons in receipt of the Youth Allowance.
- e) Persons and dependants of persons who are inmates of a custodial institution.
- f) Secondary school-aged persons, not enrolled at school.

For the Workforce Australia, or the ParentsNext program, appropriate evidence of a student's eligibility for concession is a letter from the Commonwealth services provider confirming the student's participation in the program.

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 2023

An hourly rate based on nominal hours will apply to each unit commenced in 2023, unless the course is classified as fee-free

Table 1: Course Fees for 2023

CATEGORY OF ENROLMENT	FEE RATE PER NOMINAL HOUR
Non-concession Student	
Category 1 - Diploma and Advanced Diploma courses*	\$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
Concession Student	
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 2023.

Category 5 courses – Fee caps

The maximum course fee for non-concession students undertaking a targeted fee relief course in 2023 is \$1,200. For concession students and youth, the maximum course fee for undertaking a targeted fee relief course in 2023 is \$400. These maximums apply per course in 2023. Please refer to section 6.1.2 (of the VET Fees and Charges Policy) for more information on the application of fee caps when the classification of courses changes mid-year.



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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"

A guide to the maximum student fees payable (not including resource fees or textbooks)

APPRENTICESHIPS		SCH	YOUTH	FULL	CONC.	RESOURCE FEE
CPC30220*	Cert III in Carpentry 1 st Yr	358	\$400.00	\$579.96	\$171.84	\$214.80
	Cert III in Carpentry 2 nd Yr	364	\$400.00	\$589.68	\$174.72	\$214.80
	Cert III in Carpentry 3 rd Yr	278	\$400.00	\$450.36	\$133.44	\$237.36
RII30820*	Cert III in Civil Construction Plant Operations 1-3 Yr	322	\$400.00	\$521.64	\$154.56	\$244.72
	Fees may vary depending on the selected elective units of competence					
UEE30820*	Cert III in Electrotechnology Electrician 1 st Yr	310	\$400.00	\$502.20	\$148.8	\$266.60
	Cert III in Electrotechnology Electrician 2 nd Yr	270	\$400.00	\$437.40	\$129.60	\$232.20
	Cert III in Electrotechnology Electrician 3 rd Yr	396	\$400.00	\$641.52	\$190.08	\$340.56
	Cert III in Electrotechnology Electrician 4 th Yr	36	\$58.32	\$58.32	\$17.28	\$30.96
UEE30811*	Cert III in Electrotechnology Electrician 1 st Yr	349	\$400.00	\$565.38	\$167.52	\$272.22
	Cert III in Electrotechnology Electrician 2 nd Yr	288	\$400.00	\$466.56	\$138.24	\$224.64
	Cert III in Electrotechnology Electrician 3 rd Yr	279	\$400.00	\$451.98	\$133.92	\$217.62
	Cert III in Electrotechnology Electrician 4 th Yr	36	\$58.32	\$58.32	\$17.28	\$28.08

TRAINEESHIPS		SCH	CONC.	FULL	AGE CONC.	RESOURCE FEE
RII20720	Certificate II in Civil Construction	351	\$568.62	\$400.00	\$168.48	\$266.76
UEE40420	Cert IV in Electrical - Instrumentation	Units required to complete depend on prior qualifications				

PRIORITY INDUSTRY		SCH	YOUTH	FULL	CONC.	RESOURCE FEE
Infrastructure Ready Skill Set (Free for 15 -24 & conc. holders)		116	\$0.00	\$214.00	\$0.00	\$88.16
RII20720	Certificate II in Civil Construction	351	\$568.62	\$400.00	\$168.48	\$266.76
UEE40420*	Cert IV in Electrical - Instrumentation	396	\$400.00	\$641.52	\$190.08	\$421.85

PRE-APPRENTICESHIPS		SCH	YOUTH	FULL	CONC.	RESOURCE FEE
UEE22020*	Cert II in Electrotechnology (Career Start)	384	\$400.00	\$622.08	\$184.32	\$299.52

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**



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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 textbooks through our Administration Department. Students will be expected to bring in their own stationery.

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.

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 enrolment with your Statement of Attainment/ Certificate/ USI Transcript.

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.

Charges for specific services

Replacement of Statement of Attainment or Certificate or Wallet Card

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 2023 in line with the Department of Training and Workforce Development VET Fees and Charges Policy 2023.