

# Schedule of Fees and Charges

**Saltbush Training Services** is a Registered Training Organisation and operates in accordance with applicable legislation and the Standards for Registered Training Organisations.

**Saltbush Training Services** is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services. We review our fees schedule regularly and endeavour to keep the cost of training down.

## When and how do I pay?

Fees are payable when you receive notification of enrolment. Fees must be paid in full within 5 days of receiving this notification from Saltbush Training Services. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card via Pay Pal. Payment details and authorisation form is attached to the enrolment form.

## Can I get a refund?

Yes - If you give notice to cancel your enrolment more than 10 days prior to the commencement of a program you will be entitled to a full refund of fees paid (less any non-refundable amounts).

If you give notice to cancel your enrolment less than 10 days prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Saltbush Training Services is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

If for any reason Saltbush Training Services is unable to fulfil its service agreement with a student, Saltbush Training Services must refund the student's proportion of fees paid for services not delivered.

## How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

## Are my fees protected in case I need a refund?

Yes - Saltbush Training Services has a responsibility to protect the fees paid by students. To meet this need, Saltbush Training Services will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. The subsequent payments are based on the costs of your training and assessment which is yet to be delivered. If the cost of the course is less than \$1500.00, the full amount will be requested before the program commences.

## Do I pay GST in my tuition fees?

No – Training tuition fees are GST 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. GST does apply on the payment of some miscellaneous charges.

### **Changes to terms and conditions**

Saltbush Training Services reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that effect the student's enrolment the student will be informed 7 days prior to changes taking effect.

**Please refer to the Student Handbook or the Saltbush Training Services website for further information on all student rights and obligations.**

## **Schedule of Fees and Charges**

<b>CHC30121 - Certificate III in Early Childhood Education and Care</b>	<b>\$3,400.00</b>
1st Payment - Enrolment confirmation: \$1,000.00 (including \$400 non-refundable fee)	
2nd Payment – During Block 3 of Training: \$1,500.00	
3rd Payment – Before completion : \$900.00	

<b>CHC50121 - Diploma of Early Childhood Education and Care</b>	<b>\$4,200.00</b>
1st Payment - Enrolment confirmation: \$1,000.00 (including \$400 non-refundable fee)	
2nd Payment – During Block 3 of Training: \$1,425.00	
3rd Payment – During Block 5 of Training: \$1,425.00	
4th Payment – Before completion : \$350.00	

<b>11055NAT - Course in Mentoring for Aboriginal and Torres Strait Islander Workforce Mentors</b>	<b>\$4,500.00</b>
1st Payment - Enrolment confirmation: \$1,000.00 (including \$400 non-refundable fee)	
2nd Payment – During Block 3 of Training: \$1,425.00	
3rd Payment – During Block 5 of Training: \$1,425.00	
4th Payment – Before completion : \$650.00	

<b>SITSS00069 - Food Safety Supervision Skill Set</b>	<b>\$250.00</b>
Payable on enrolment confirmation: \$250.00 (non-refundable fee)	

<b>CHC40321 – Certificate IV in Child, Youth and Family Intervention</b>	<b>\$3,400.00</b>
1st Payment - Enrolment confirmation: \$1,000.00 (including \$400 non-refundable fee)	
2nd Payment – During Block 3 of Training: \$1,500.00	
3rd Payment – Before completion: \$900.00	



**Note:**

- All training tuition fees are exempt from the payment of GST.
- RPL fees are charged at \$120.00 per unit.
- Saltbush Training Services payment terms are 5 days. An invoice for the first payment, as listed on the schedule of fees, will be issued at enrolment, and is required to be paid within 5 days. Short courses (e.g. 1 Day) fees are required to be paid prior to commencement of the course.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.

**Miscellaneous Charges:**

Re-issuing a certificate, qualification or statement of attainment	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$55.00 (Incl. GST)
Re-assessment fee (per unit)	\$150.00 (GST exempt)
<b>Note:</b> Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.	

