

## 1. ENROLMENT FEES AND CHARGES

The enrolment fees and charges outlined in the *Fees and Charges Table* attached are for individuals enrolling into accredited training at Skillinvest Limited (Skillinvest) from 1 January 2018. All students will be charged the relevant **Tuition Fee** for enrolment in each program. For some programs a **Materials Fee** and/or a **Student Services and Amenities (SSA) Fee** is also applicable. Where a range in fees is listed, it indicates that the fees for the course will vary depending on the units selected. Please contact our office for exact fees and charges applicable to training suitable to your circumstances and needs. The student tuition fees as published are subject to change given individual circumstances at enrolment.

### 1.1 TUITION FEE

Tuition Fees as published are subject to change given individual circumstances at enrolment. For each enrolment, the tuition fee will be calculated based on the scheduled number of nominal hours of training a person enrolls in at that time: *(i.e. Number of Nominal Hours to be undertaken x \$ amount per hour = \$ Tuition Fee to be charged)*.

Students can choose to pay the full amount of their course upon enrolment or, if a course is undertaken partly in 2018 and partly in a second or subsequent calendar year/s, Tuition Fees may be invoiced according to the rate of fees applicable when the training is to be undertaken *(i.e. Tuition Fees may be charged at the commencement of each year for the scheduled number of hours to be undertaken in that year)*.

#### **Skills First Program Funded Tuition Fee**

Individuals eligible under the State Government's *Skills First* program are required to pay either the *Skills First* Program Funded Tuition Fee as shown in column (2) of the *Fees and Charges Table*, or if applicable, the Concession Tuition Fee as shown in column (1) of the *Fees and Charges Table*. The Government Contribution to Training (applicable to *Skills First* Program students) in column (3) of the *Fees and Charges Table* shows the approximate value of the contribution from government towards the qualification for individuals eligible for VTG funding.

#### **Full Tuition Fee**

Individuals who are not eligible under the *Skills First* program are required to pay the Full Tuition Fee as shown in column (4) of the *Fees and Charges Table*.

#### **Concession Tuition Fee**

For enrolments in courses at Certificate IV level and below, the Concession Tuition Fee will apply for individuals who are eligible for government funding and prior to the commencement of training, produce a current and valid:

- Commonwealth Health Care Card *(or a dependant spouse or dependant child of a cardholder)*; or
- Pensioner Concession Card *(or a dependant spouse or dependant child of a cardholder)*; or
- Veteran's Gold Card; or
- an alternative card or concession eligibility criterion approved by the Minister for the purposes of the *Skills First* Program 2018 Guidelines about Fees.

The Concession Tuition Fee will be at 20% of the *Skills First* Program Funded Tuition Fee.

#### **Recognition of Prior Learning (RPL) Tuition Fees**

Skillinvest will apply a charge for any assessment conducted as RPL only if the assessment is conducted at the request, or with the consent of the student. The Tuition Fee for RPL is calculated at 70% of the Full Tuition Fee rate.

## 1.2 MATERIALS FEE

In addition to the Tuition Fee a Materials Fee will also apply and be charged to the student during the enrolment period as shown in column (5) of the *Fees and Charges Table*. These fees are for payment of all required learning and assessment materials. The Materials Fee charged will vary depending on the course and the units to be undertaken. Detailed information will be provided to students prior to enrolment.

## 1.3 STUDENT SERVICES AND AMENITIES (SSA) FEE

For students undertaking study at the Longerenong College campus, a Student Services and Amenities Fee may apply as shown in column (6) of the *Fees and Charges Table*.

## 1.4 ADDITIONAL FEES

Additional fees may apply resulting from any variation to the original training program i.e. unit substitution, Ministerial Directives for VTG funded students.

### *Re-assessment*

In the event that a student is deemed not-yet competent at the completion of the program, options and fees for completing training and assessment or re-enrolment can be discussed with Skillinvest.

### *Replacement of Testamur/Statement of Attainment*

Issuance of a replacement Testamur at the request of the student may incur an administrative fee of \$75 (per qualification). If charged, this fee must be paid prior to the issuance of the Testamur. Students can request a Record of Results at any time without charge.

## 2. PAYMENT OF FEES

Refer to Tax Invoice issued by Skillinvest for payment details. All fees are payable within 14 days of receipt of invoice.

Student Fee Payment Plans (for tuition fees only) may be available to students where tuition fees are equal to or above \$500.00. For further information, or to apply for a direct debit agreement, please contact Skillinvest.

### 2.1 FAILURE TO PAY FEES

Training may be suspended if fees are not paid by the due date indicated on the invoice. Alternative payment arrangements may only be approved by the Skillinvest RTO Manager. Testamurs/Statement of Results will not be issued, and students will not be permitted to re-enrol or enrol in another qualification until all outstanding amounts including fees, charges and fines have been paid.

### **3. REFUND OF FEES**

Refunds of Tuition Fees paid may apply in some instances. To be eligible for a refund of Tuition Fees, students must officially withdraw from their course in writing and complete an “Enrolment Details Variation Form” available from Skillinvest. All refunds must be approved by a Skillinvest RTO Manager. Approved refunds will be processed within 4 weeks of receipt of official withdrawal.

#### **3.1 STUDENT WITHDRAWAL**

##### ***Skills First Program Funded Tuition Fee and Fee For Service Students***

- Where a student withdraws from a course in writing within four (4) weeks of the commencement date, all tuition fees paid will be refunded minus a minimum maintenance fee (refer below) and a cost recovery fee for books/materials if applicable.
- Where a student withdraws from a course after four (4) weeks of the commencement date, there will be no refund of student tuition fees paid. Materials fees paid may be refunded on a cost recovery basis.
- The minimum maintenance fee is \$200.00, or in the case of concession card holders the amount of tuition fee paid up to a maximum of \$200.00.

#### **3.2 WITHDRAWAL BY SKILLINVEST**

##### ***Course Cancellation***

In the unlikely event of Skillinvest’s cancellation of a course, Tuition Fees paid will be refunded in full or pro-rata, depending on the training period completed. Materials fees paid will be refunded on a cost recovery basis.

##### ***Tuition Assurance Scheme (TAS)***

Skillinvest will maintain a Tuition Assurance Scheme (TAS) to safeguard students in the event of it becoming insolvent and unable to return Tuition Fees that have been paid in advance. The TAS will source and pay for similar training to allow the affected participants under this condition to complete their studies without having to make further Tuition Fee payments. However if the student cannot be placed, the TAS will make refunds.

AGRICULTURE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Qual/Course Code	Qual/Course Title	Scheduled Hours (dependent on units selected)	Concession Tuition Fee	VTG Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong College campus only)
AHC20116	Certificate II in Agriculture	Traineeship 779-820	Traineeship Capped @ \$200 per annum	Traineeship Capped @ \$1,000 per annum	Traineeship \$6,232 - \$6,560	\$2804 - \$2952	Up to \$71.00	Capped @ \$200 per annum
AHC30116	Certificate III in Agriculture	Traineeship 1235-1300	Traineeship Capped @ \$250 per annum	Traineeship Capped @ \$1,250 per annum	Traineeship \$12,350 - \$13,000	\$4446 - \$4680	Up to \$63.00	Capped @ \$200 per annum
AHC40116	Certificate IV in Agriculture	Traineeship 1216 – 1280	Traineeship Capped @ \$300 per annum	Traineeship Capped @ \$1,500 per annum	Traineeship \$12,160 - \$12,800	\$4377 - \$4608	Up to \$30.00	Capped @ \$200 per annum
<i>AHC40116 Certificate IV in Agriculture</i>								
AHC20116	Certificate II in Agriculture	779 - 820	Capped @ \$390 per annum	Capped @ \$1,950 per annum	\$6,232 - \$6,560	\$2493 - \$2624	Up to \$166.00	Capped @ \$350 per annum
AHC30116 (1 <sup>st</sup> year)	Certificate III in Agriculture	1235-1300			\$12,350 - \$13,000	\$3952 - \$4160		
AHC40116 (2 <sup>nd</sup> year)	Certificate IV in Agriculture	1216 – 1280	Capped @ \$490 per annum	Capped @ \$2,450 per annum	\$12,160 - \$12,800	\$4961 - \$5222	Up to \$332.00	
AHC41316	Certificate IV in Wool Classing	1143 – 1203	\$0.45 per SCH	\$2.25 per SCH	\$11430 - \$12030	\$4115 - \$4331		Capped @ \$280 per annum

AGRICULTURE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Qual/Course Code	Qual/Course Title	Scheduled Hours (dependent on units selected)	Concession Tuition Fee	VTG Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong College campus only)
<i>AHC60316 Advanced Diploma of Agribusiness Management</i>								
AHC30116	Certificate III in Agriculture	1235 – 1300	Capped @ \$490 per annum	Capped @ \$2,450 per annum	\$12,350 - \$13,000	\$5,039 - \$5,304	Up to \$332	Capped @ \$350 per annum
AHC40116 (1 <sup>st</sup> year)	Certificate IV in Agriculture	1216 – 1280		\$12,160 - \$12,800	\$4,961 - \$5,222			
AHC60316 (2 <sup>nd</sup> year)	Advanced Diploma of Agribusiness Management	1710 - 1800	N/A	Capped @ \$4,050 per annum	\$9,405 - \$9,900	\$10,226 - \$10,764	Up to \$45.00	
22273VIC	Diploma of Agronomy	1000 - 1190	N/A	Capped @ \$4,050 per annum	\$5500-\$6545	\$5,980 - \$7,116	Up to \$30	Capped @ \$350 per annum
		<b>ADA Graduates</b> 530 - 630		<b>ADA Graduates</b> Capped @ \$4,050 per annum	<b>ADA Graduates</b> \$2,915 - \$3,465	\$3,169 - \$3,767		

AUTOMOTIVE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Qual/Course Code	Qual/Course Title	Scheduled Hours (dependent on units selected)	Concession Tuition Fee	VTG Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong College campus only)
AUR20516	Certificate II in Automotive Servicing Technology	380	\$76	Apprenticeship \$380	Apprenticeship \$3,420	Apprenticeship \$3,800	\$720	N/A
				Non Apprenticeship \$380	Non Apprenticeship \$3,420	Non Apprenticeship \$3,800		
AUR20716	Certificate II in Automotive (Vocational Preparation)	355	\$71	\$355	\$3,905	\$4,260	\$780	N/A
AUR30616	Certificate III in Light Vehicle Mechanical Technology	1205	Apprenticeship \$542.25	Apprenticeship \$2,711.25	Apprenticeship \$18,075	\$20,786.25	\$880	N/A
AUR31016	Certificate III in Automotive Sales	640	\$352	Apprenticeship \$1,760	Apprenticeship \$8,960	Apprenticeship \$10,720	\$400	N/A
				Non Apprenticeship \$1,760	Non Apprenticeship \$6,400	Non Apprenticeship \$8,160		
AUR31116	Certificate III in Heavy Commercial Vehicle Mechanical Technology	1140-1200	Apprenticeship \$513.00 - \$540.00	Apprenticeship \$2,565 - \$2,700	Apprenticeship \$17,100 - \$18,000	\$19,665 - \$20,700	\$740	N/A

BUSINESS PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Qual/Course Code	Qual/Course Title	Scheduled Hours (dependent on units selected)	Concession Tuition Fee	VTG Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong College campus only)
BSB20115	Certificate II in Business	342-360	\$376 - \$396	\$1,881 - \$1,980	\$1026 - \$1080	\$2,907 - \$3,060	\$220	N/A
BSB30115	Certificate III in Business	523-550	\$104 - \$110	\$523 - \$550	\$4,184 - \$4,400	\$4,707 - \$4,950	\$220 - \$370	N/A
BSB30415	Certificate III in Business Administration	603-635	\$723 - \$762	\$3,618 - \$3,810	\$1,206 - \$1,270	\$4,824 - \$5,080	\$220 - \$370	N/A
BSB40215	Certificate IV in Business	523-550	\$523 - \$550	\$2,615 - \$2,750	\$2,092 - \$2,200	\$4,707 - \$4,950	\$220 - \$370	N/A
BSB40515	Certificate IV in Business Administration	458-510	\$503 - \$561	\$2,519 - \$2,805	\$4,580 - \$5,100	\$4,351 - \$4,845	\$220 - \$395	N/A
BSB42015	Certificate IV in Leadership & Management	540	\$324	Workplace delivery \$1,620	Workplace delivery \$3,510	Workplace delivery \$5,130	\$340 - \$495	N/A
				Classroom delivery \$1,620	Classroom delivery \$3,510	Classroom delivery \$5,130		
BSB30215	Certificate III in Customer Engagement	494-520	\$99 - \$104	\$494 - \$520	\$3,952 - \$4,160	\$4,446 - \$4,680	\$220 - \$370	N/A
BSB40315	Certificate IV in Customer Engagement	546-575	\$327 - \$345	\$1,638 - \$1,725	\$3,276 - \$3,450	\$4,914 - \$5,175	\$220 - \$395	N/A
BSB30715	Certificate III in Work Health & Safety	325-342	\$227 - \$239	Workplace delivery \$1137.50 - \$1197	Workplace delivery \$2,112.50 - \$2,223	Workplace delivery \$3,250 - \$3,420	\$250	N/A
BSB41415	Certificate IV in Work Health & Safety	447-470	\$312 - \$329	Workplace delivery \$1,564.50 - \$1,645	Workplace delivery \$2,905 - \$3,055	Workplace delivery \$4,469.50 - \$4,700	\$250	N/A

<b>BUILDING AND CARPENTRY</b> PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Qual/Course Code	Qual/Course Title	Scheduled Hours (dependent on units selected)	Concession Tuition Fee	VTG Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong College campus only)
CPC30211	Certificate III in Carpentry	1090 - 1170	<b>Apprenticeship</b> \$218 - \$234	<b>Apprenticeship</b> \$1,090 - \$1,170	<b>Apprenticeship</b> \$15,260 - \$16,380	\$16,350 - \$17,550	Classroom \$1,300 Workplace \$238	N/A
22338VIC	Certificate II in Building and Construction Pre App	644	\$64	\$322	\$8,050	\$8,372	\$600	N/A

<b>METALS &amp; ENGINEERING</b> PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Qual/Course Code	Qual/Course Title	Scheduled Hours (dependent on units selected)	Concession Tuition Fee	VTG Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong College campus only)
MEM20105	Certificate II in Engineering	320 - 390	\$128 - \$156	\$640 - \$780	\$3,040 - \$3,705	\$3,680 - \$4,485	\$150 - \$455	N/A
MEM30205	Certificate III in Engineering – Mechanical Trade	960 - 1000	<b>Apprenticeship</b> \$384 - \$400	<b>Apprenticeship</b> \$1,920 - \$2,000	<b>Apprenticeship</b> \$14,400 - \$15,000	\$16,320 - \$17,000	\$395 - \$645	N/A
MEM30305	Certificate III in Engineering - Fabrication Trade	960 - 1000	<b>Apprenticeship</b> \$384 - \$400	<b>Apprenticeship</b> \$1,920 - \$2,000	<b>Apprenticeship</b> \$14,400 - \$15,000	\$16,320 - \$17,000	\$395 - \$645	N/A
MSS30316	Certificate III in Competitive Systems and Practices	330-420	\$198 - \$252	\$990 - \$1,260	\$2,310-\$2,940	\$3,300-\$4,200	\$150-300	N/A
MSS40316	Certificate IV in Competitive Systems and Practices	410 - 580	\$246 - \$348	\$1,230 - \$1,740	\$2,870-\$4,060	\$4,100 - \$5,800	\$150 - \$300	N/A



RACING PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)		
Qual/Course Code	Qual/Course Title	Scheduled Hours (dependent on units selected)	Concession Tuition Fee	VTG Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong College campus only)
RGR20108	Certificate II in Racing (Stablehand)	398 - 498	\$119 - \$149	\$597 - \$747	\$3,184-\$3,984	\$3,781 - \$4,731	\$150 - \$250	N/A
RGR30108	Certificate III in Racing (Trackrider)	813 - 958	\$244 - \$287	\$1,220 - \$1,437	\$7,317-\$8,622	\$8,537 - \$10,059	\$150 - \$250	N/A
RGR30208	Certificate III in Racing (Advanced Stablehand)	796 - 931	\$ 239 - \$279	\$1,194 - \$1,397	\$7,164-\$8,379	\$8,358 - \$9,776	\$150 - \$250	N/A
RGR40108	Certificate IV in Racing (Racehorse Trainer)	521 - 870	\$156 - \$261	Apprenticeship \$782 - \$1305	Apprenticeship \$7,294-\$12,180	Apprenticeship \$8,076 - \$13,485	\$150 - \$250	N/A
				Non Apprenticeship \$782 - \$1305	Non Apprenticeship \$4,689 - \$7,830	Non Apprenticeship \$5,471 - \$9,135		

RESOURCES AND INFRASTRUCTURE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)		
Qual/Course Code	Qual/Course Title	Scheduled Hours (dependent on units selected)	Concession Tuition Fee	VTG Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong College campus only)
RII30915	Certificate III in Civil Construction	1340 - 1410	\$402 - \$423	Apprenticeship \$2,010 - \$2,115	Apprenticeship \$17,420 - \$18,330	Apprenticeship \$19,430 - \$20,445	\$150 - \$300	N/A
				Non Apprenticeship	Non Apprenticeship \$10,720 - \$11,280	Non Apprenticeship		
RII30815	Certificate III in Civil Construction Plant Operations	1170 – 1230	\$355 - 369	\$1,775 – \$1,845	\$9,360 – \$9,840	\$11,135 – \$11,685	\$150 - \$300	N/A
CPCCPHS 1001A	Work Safely in the Construction Industry	NA	N/A	N/A	N/A	\$175	N/A	N/A
TLILIC2001A	Licence to Operate a Forklift	NA	N/A	N/A	N/A	\$650	N/A	N/A

HAIRDRESSING PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Qual/Course Code	Qual/Course Title	Scheduled Hours (dependent on units selected)	Concession Tuition Fee	VTG Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong College campus only)
SHB20216	Certificate II in Salon Assistant	335	\$67	Apprenticeship \$335	Apprenticeship \$3,350	Apprenticeship \$3,685	Classroom \$370-\$410	N/A
				Non Apprenticeship \$335	Non Apprenticeship \$3,350	Non Apprenticeship \$3,685	Workplace \$80-\$130	
SHB30416	Certificate III in Hairdressing	1080	\$216	Apprenticeship \$1,080	Apprenticeship \$13,500	Apprenticeship \$14,580	Classroom \$1018 - \$1063	N/A
				Non Apprenticeship \$1,080	Non Apprenticeship \$9,180	Non Apprenticeship \$10,260	Workplace \$80 - \$130	
SHB40216	Certificate IV in Hairdressing	494 - 520	\$197.60 - \$208	\$988 - \$1040	\$3,458 - \$3,640	\$4,446 - \$4,680	TBC	N/A