

1. ENROLMENT FEES AND CHARGES

The enrolment fees and charges outlined in the *Fees and Charges Table* attached are for prospective students enrolling into training programs at Skillinvest Limited (Skillinvest) from 1 January 2023, under the Skills First Program in Victoria. All students will be charged the relevant Tuition Fee for enrolment in each training program. For some training 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 training program may vary depending on the units selected. During your enrolment session, you will be provided with a Statement of Fees outlining all applicable fees to your training program.

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 hours (SCH) of training a prospective student enrolls in at that time: *(i.e. **Number of Hours (SCH) to be undertaken x \$ amount per hour = \$ Tuition Fee to be charged**)*.

Prospective students will be charged their fees (as applicable) at enrolment, but may elect to pay fees off using a payment plan (terms and conditions apply).

Skills First Program Funded Tuition Fee

Prospective students eligible under the State Government's *Skills First Program* are required to pay either the *Skills First Program* Funded Tuition Fee, or if applicable, the Concession Tuition Fee as outlined in the *Fees and Charges Table*. The Government Contribution to Training (applicable to *Skills First Program* students) shows the approximate value of the contribution from government towards the training program for prospective students eligible for Skills First funding.

Full Tuition Fee

Prospective students who are not eligible under the *Skills First Program* are required to pay the Full Tuition Fee as outlined on the *Fees and Charges Table*.

Concession Tuition Fee

For enrolments in training programs at Certificate IV level and below, and Skills Sets, the Concession Tuition Fee will apply for prospective students 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 dependent child of a cardholder)*; or
- Pensioner Concession Card *(or a dependant spouse or dependent child of a cardholder)*; or
- Veteran's Gold Card.

Concession Entitlements for Government Initiatives

The following prospective students are entitled to receive a Fee Concession whether or not they hold one of the forms of Fee Concession specified above.

- Indigenous Completions Initiative
- Asylum Seeker VET Program

The concession fee will be calculated at 20% of the Standard Government Subsidised Tuition Fee.

If a prospective student applies for a concession and is unable to provide the required evidence at the time of enrolment, Skillinvest will provide a “Grace Period” of up to 10 days after enrolment, to enable the student to produce a current concession card to access the concession fees. If no evidence of a concession card is provided at enrolment, the original invoice will be raised at the non-concession rate. Where the student applies for concession at the time of enrolment and successfully produces their current concession card evidence within the grace period, a credit will be raised to support the ‘concession’ fees.

Skillinvest will retain a copy of any concession cards as Evidence of Concession as required under the Guidelines about Fees and Charges document published by the DET.

Credit Transfers

Where evidence is provided to support any Credit Transfers, tuition fees will be reduced accordingly, and will be outlined on the Statement of Fees.

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.

VET Student Loans (VSL)

Effective 19/12/2023, no new students will be approved for a VET Student Loan (VSL). Skillinvest will cease to be an approved course provider under the VSL Act, effective from 31 December 2023.

1.2 MATERIALS FEE

In addition to the Tuition Fee a Materials Fee will also apply and be charged to the prospective student as outlined on 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 training program and the units to be undertaken. Detailed information will be provided to prospective 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 outlined on 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, Skills First Program updates or Ministerial Directives.

Re-assessment

In the event that a student is deemed not-yet competent at the completion of the training 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 an Academic Progress Report at any time without charge.

2. PAYMENT OF FEES

Upon the commencement of the training program, the student will be issued with a Tax Invoice. Refer to the 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 Training Manager. Testamurs/Statement of Results will not be issued, and students will not be permitted to re-enrol or enrol in another training program until all outstanding amounts including fees, charges and fines have been paid.

2.2 PROTECTION OF PREPAID FEES BY STUDENTS

Skillinvest will hold an Unconditional Bank Guarantee to safeguard students in the event of it becoming insolvent and unable to return Tuition Fees that have been paid in advance. The Unconditional Bank Guarantee will be held with a bank operating in Australia, to the appropriate level - being the total amount of prepaid fees in excess of \$1,500 per student held by Skillinvest at any time.

3. REFUND OF FEES

Refunds of Tuition Fees paid may apply in some instances. To be eligible for a refund (or part refund), students must officially withdraw from their training program in writing and complete an 'Enrolment Details Variation Form' available from Skillinvest. To apply for a refund, a Refund Request Form must be completed and submitted within 14 days of withdrawal from the training program.

3.1 STUDENT WITHDRAWAL

Skills First Program Funded Tuition Fee and Fee for Service Students

- Where a student withdraws from a training program in writing before the commencement of training, all tuition fees paid will be refunded minus \$200 administration fee.
- Where a student withdraws from a training program after the commencement of training, there will be no refund of student tuition fees paid.
- If a student has not received any training program materials, a full refund of the materials fees will be processed.

3.2 WITHDRAWAL BY SKILLINVEST

Course Cancellation

In the unlikely event the Skillinvest cancels a training program, 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.

To calculate fees, please refer to Section 1 Enrolment Fees and Charges, Clauses 1.1 – 1.4

AGRICULTURE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service)	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong) (College campus only)
On Campus – Longerenong College								
AHC20116	Certificate II in Agriculture	580	\$0.35 per SCH	\$1.72 per SCH	\$8.50 per SCH	N/A	\$150.00	\$150.00
AHC30116	Certificate III in Agriculture	1020	\$0.67 per SCH	\$3.33 per SCH	\$10.50 per SCH	N/A	\$250.00	\$250.00
AHC40116	Certificate IV in Agriculture	1090	\$0.81 per SCH	\$4.04 per SCH	\$10.50 per SCH	\$6.42 per SCH	\$250.00	\$250.00
AHC41316	Certificate IV in Wool Classing	1203	\$0.35 per SCH	\$1.72c per SCH	\$10.50 per SCH	\$2.49 per SCH	\$250.00	\$250.00
AHC51920	Diploma of Applied Agronomy	1230	N/A	\$1.69 per SCH	\$6.00 per SCH	\$7.78 per SCH	\$250.00	\$250.00
AHC60319	Advanced Diploma of Agribusiness Management	1480	N/A	\$3.38 per SCH	\$6.00 per SCH	\$5.41 per SCH	\$250.00	\$250.00
Online								
AHC51920	Diploma of Applied Agronomy	1230	N/A	\$1.69 per SCH	\$6.00 per SCH	\$7.78 per SCH	\$500.00	N/A

AGRICULTURE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service)	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong) (College campus only)
Traineeship								
AHC30116	Certificate III in Agriculture	1020	\$0.47 per SCH	\$2.35 per SCH	\$10.50 per SCH	N/A	\$300.00	\$150.00
AHC40116	Certificate IV in Agriculture	1090	\$0.54 c per SCH	\$2.71 per SCH	\$10.50 per SCH	N/A	\$300.00	\$150.00

AUTOMOTIVE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service)	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong) (College campus only)
AUR20520	Certificate II in Automotive Servicing Technology	361- 380	0.30c per SCH	Apprenticeship \$1.50 per SCH	Apprenticeship \$9.50 per SCH	Apprenticeship \$11.00 per SCH	\$15 per Unit	N/A
				Non-Apprenticeship \$1.50 per SCH	Non-Apprenticeship \$9.50 per SCH	Non-Apprenticeship \$11.00 per SCH		
AUR20220	Certificate II in Automotive Air Conditioning Technology	325- 345	0.30 per SCH	Traineeship \$1.50 per SCH	Traineeship \$9.50 per SCH	Traineeship \$11.00 per SCH	\$15 per Unit	N/A
						Selected unit Enrolments only \$300 per Unit		
AUR30620	Certificate III in Light Vehicle Mechanical Technology	1145-1205	Apprenticeship 0.30c per SCH	Apprenticeship \$1.50 per SCH	Apprenticeship \$15.50 per SCH	\$17.00 per SCH	\$15 per unit + other resources \$390	N/A
AUR31020	Certificate III in Automotive Sales	608- 640	0.30c per SCH	Apprenticeship \$1.50 per SCH	Apprenticeship \$14.50 per SCH	Apprenticeship \$16.00 per SCH	\$15 per unit + \$80	N/A
				Non-Apprenticeship \$1.50 per SCH	Non-Apprenticeship \$10.50 per SCH	Non-Apprenticeship \$12.00 per SCH		
AUR31120	Certificate III in Heavy Commercial Vehicle Mechanical Technology	1140-1200	Apprenticeship 0.30c per SCH	Apprenticeship \$1.50 per SCH	Apprenticeship \$15.50 per SCH	\$17.00 per SCH	\$15 per Unit + other resources \$380	N/A

BUSINESS PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service)	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong) (College campus only)
BSB20120	Certificate II in Workplace Skills	314-330	\$1.10 per SCH	\$5.50 per SCH	Traineeship Only \$3.50 per SCH	\$9.00 per SCH	\$15 per Unit	N/A
BSB30120	Certificate III in Business	466-490	\$1.00 per SCH	\$5.00 per SCH	Non-Apprenticeship \$4.50 per SCH	Non-Apprenticeship \$6.50 per SCH Traineeship Only \$10.50per SCH	\$25 per Unit	N/A
					Traineeship Only \$8.50per SCH			
BSB40120	Certificate IV in Business	594-625	\$1.20 per SCH	\$6.00 per SCH	\$4.50 per SCH	\$10.50 per SCH	\$25 per Unit	N/A
BSB40520	Certificate IV in Leadership & Management	551-580	0.90c per SCH	Workplace delivery \$4.50 per SCH	Workplace delivery \$7.00 per SCH	Workplace delivery \$10.00 per SCH	\$25 per Unit	N/A
				Classroom delivery \$4.50 per SCH	Classroom delivery \$7.00 per SCH	Classroom delivery \$10.50 per SCH		
BSB41419	Certificate IV in Work Health & Safety	437-460	0.70c per SCH	Workplace delivery \$3.50 per SCH	Workplace delivery \$7.00 per SCH	Workplace delivery \$10.50 per SCH	\$25 per Unit	N/A

BUILDING AND CONSTRUCTION PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service)	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong) (College campus only)
CPC30220	Certificate III in Carpentry	1130-1189	Apprenticeship 0.20c per SCH	Apprenticeship \$1.00 per SCH	Apprenticeship \$14.50 per SCH	\$15.50 per SCH	Classroom \$1,300 Workplace \$238	N/A
CPC40120	Certificate IV in Building and Construction	932	Apprenticeship 0.10c per SCH	Apprenticeship \$0.50 per SCH	Apprenticeship \$11.50 per SCH	\$12.00 per SCH	\$20 per unit	N/A
22338VIC	Certificate II in Building and Construction Pre App	631	0.20c per SCH	1.00 per SCH	Non-Apprenticeship Only \$13.00 per SCH	\$14.00 per SCH	\$600	N/A

METALS & ENGINEERING PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service)	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong) (College campus only)
MEM20105	Certificate II in Engineering	320 - 390	0.45c per SCH	\$2.25 per SCH	\$10.00 per SCH	\$12.75 per SCH	\$15 per Unit	N/A
MEM30219	Certificate III in Engineering – Mechanical Trade	960 - 1000	Apprenticeship 0.45c per SCH	Apprenticeship \$2.25 per SCH	Apprenticeship \$15.50 per SCH	\$17.25 per SCH	\$15 per Unit	N/A
MEM30319	Certificate III in Engineering - Fabrication Trade	960 - 1000	Apprenticeship 0.45c per SCH	Apprenticeship \$2.25 per SCH	Apprenticeship \$15.50 per SCH	\$17.25 per SCH	\$15 per Unit	N/A

RACING PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service)	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong) (College campus only)
RGR20221	Certificate II in Racing industry	710	\$0.30c per SCH	\$1.50 per SCH	Non-Apprenticeship & Traineeship \$8.50 per SCH	\$10.00 per SCH	\$15 per Unit	N/A
RGR30518	Certificate III in Racing (Track Rider)	1080	0.30c per SCH	\$1.50 per SCH	Non-Apprenticeship & Traineeship \$9.50 per SCH	\$11.00 per SCH	\$15 per Unit	N/A
RGR30218	Certificate III in Racing (Stable hand)	970	0.30c per SCH	\$1.50 per SCH	\$9.50 per SCH	\$11.00 per SCH	\$15 per Unit	N/A
RGR40118	Certificate IV in Racing (Racehorse Trainer)	950	0.30c per SCH	Apprenticeship \$1.50 per SCH	Apprenticeship \$14.50 per SCH	Apprenticeship \$16.00 per SCH	\$15 per Unit	N/A
				Non-Apprenticeship \$1.50 per SCH	Non-Apprenticeship \$9.50 per SCH	Non-Apprenticeship \$11.00 per SCH		
22534VIC	Course in Trackwork Riding for Slow Work	360	0.30c per SCH	Non-Apprenticeship \$1.50 per SCH	Non-Apprenticeship \$11.00 per SCH	Non-Apprenticeship \$12.50 per SCH	\$15 per Unit	N/A
						Skilled Applicant \$5.00 per SCH		
22535VIC	Course in Trackwork Riding for Fast Work	435	0.30c per SCH	Non-Apprenticeship \$1.50 per SCH	Non-Apprenticeship \$11.00 per SCH	Non-Apprenticeship \$12.50 per SCH	\$15 per Unit	N/A
						Skilled Applicant \$5.00 per SCH		
22536VIC	Course in Trackwork Riding for Jump Outs	455	0.30c per SCH	Non-Apprenticeship \$1.50 per SCH	Non-Apprenticeship \$11.00 per SCH	Non-Apprenticeship \$12.50 per SCH	\$15 per Unit	N/A
						Skilled Applicant \$5.00		
RGR40221	Certificate IV in Racing (Jockey)	875	0.30c per SCH	Apprenticeship \$1.50 per SCH	Apprenticeship \$14.50 per SCH	Apprenticeship \$16.00 per SCH	\$15 per Unit	N/A
				Non-Apprenticeship \$1.50 per SCH	Non-Apprenticeship \$7.50 per SCH	Non-Apprenticeship \$9.00 per SCH		

RESOURCES AND INFRASTRUCTURE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service)	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong) (College campus only)
R1130920	Certificate III in Civil Construction	1144-1204	0.40c per SCH	Apprenticeship \$2.00 per SCH	Apprenticeship \$13.50 per SCH	Apprenticeship \$15.50 per SCH	\$15 per Unit	N/A
				Non-Apprenticeship \$2.00 per SCH	Non-Apprenticeship \$8.50 per SCH	Non-Apprenticeship \$10.50 per SCH		
R1130820	Certificate III in Civil Construction Plant Operations	1207-1270	0.40c per SCH	\$2.00 per SCH	\$8.50 per SCH	\$10.50 per SCH	\$15 per Unit	N/A
R1140720	Certificate IV in Civil Construction	860	0.40c per SCH	\$2.00 per SCH	\$8.50 per SCH	\$10.50 per SCH	\$15 per Unit	N/A
CPCWHS1001	Work Safely in the Construction Industry	NA	N/A	N/A	N/A	\$175	N/A	N/A

HAIRDRESSING PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service)	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong) (College campus only)
SHB20216	Certificate II in Salon Assistant	335	0.20c per SCH	Apprenticeship \$1.00 per SCH	Apprenticeship \$10.50 per SCH	Apprenticeship \$11.50 per SCH	Classroom \$370-\$410	N/A
				Non-Apprenticeship \$1.00 per SCH	Non-Apprenticeship \$10.50 per SCH	Non-Apprenticeship \$11.50 per SCH	Workplace \$80-\$130	
SHB30416	Certificate III in Hairdressing	1080	0.20c per SCH	Apprenticeship \$1.00 per SCH	Apprenticeship \$13.00 per SCH	Apprenticeship \$14.00 per SCH	Classroom \$1018 - \$1063	N/A
				Non-Apprenticeship \$1.00 per SCH	Non-Apprenticeship \$9.00 per SCH	Non-Apprenticeship \$10.00 per SCH	Workplace \$80 - \$130	

RECREATIONAL VEHICLE Program Details			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service)	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong) (College campus only)
MSM31015	Certificate III in Recreational Vehicle Service and Repair	533	0.60c per SCH	Traineeship \$3.00 Per SCH	Traineeship \$9.50 Per SCH	Traineeship \$12.50 Per SCH	\$15 per Unit	N/A
MSM31115	Certificate III in Recreational Vehicle Service Manufacturing	666	0.60c per SCH	Traineeship \$3.00 Per SCH	Traineeship \$11.00 Per SCH	Traineeship \$14.00 Per SCH	\$15 per Unit	N/A

The student tuition fees as published are subject to change given individual circumstances at enrolment

This training is delivered with Victorian and Commonwealth Government funding

People with a disability are encouraged to apply