



Fees and Enrolment Policy

Assessment and Training Services

1. All applicants enrolling in a training course/program/qualification will complete an enrolment form, as specific to that program.
2. All enrolment data will be recorded in an AVETMISS compliant database (VETtrak).
3. Applications will be treated on a first come first served basis, unless the enrolment forms part of a service contract between the candidate's employer and Asset Training or meeting State/Commonwealth funding requirements.
4. Because of the flexible delivery nature of programs/courses/qualifications, minimum and maximum class sizes will not normally apply. However, Asset Training reserves the right to decline an enrolment if it is deemed that:
 - the potential client could not economically be serviced
 - the applicant does not meet the entry requirements stipulated by the course/program/qualification, or in the opinion of Asset Training is unlikely to be able to fulfil the assessment requirements
 - the course is already full and it is deemed that additional clients could not be adequately serviced.
5. Refunds of fees will be in accordance with the outlined refund procedures.

Fees and Charges

Only applicable where candidate fees apply for traineeships:

1. Fee milestones are set out for a part time employee as negotiated with Asset Training and only charged after training delivery has commenced.
2. clients who have financial difficulty **periodic payments** can be negotiated during the training progresses, provided that the periodic payment plan agreed upon is upheld by the individual responsible for financing the training.

Document Name: Fee and enrolment policy
Revision: 1.2
Revision Date: 12-08-2016
2015\Policy\
Review Date: 12-08-2017

Created By: RTOADM
Approved By: RTOADM
Document Location: NovaCore CMS\SRTO

3. Provision for deferment of enrolment is available.
4. Refunds of fees will be in accordance with the outlined refund procedures.

Applicable for individual fee paying clients under taking training in Short Courses, Unit/s of Competency enrolment only, Specific Skill Set training and/or Qualifications:

5. **For individual fee paying clients**, Asset Training does not take any upfront fees before training commences. Dependant on the training duration and type of training being undertaken Asset Training will negotiated with the client payment instalments that suit the client's financial circumstances as each competency unit training is undertaken.
6. For students/candidates/clients who have financial difficulty **periodic payments** can be negotiated during the training progresses, provided that the periodic payment plan agreed upon is upheld by the individual responsible for financing the training.
7. Provision for deferment of enrolment is available.

Recognition of Prior Learning Fee

Recognition of Prior Learning audits will be charged at a negotiable rate per qualification.

Refunds of fees

Refunds of fees will be made available in accordance with the following procedures, where the candidate's training/assessment is not already covered by a Service Agreement with the employer:

- Clients who withdraw during training will not be eligible for any refund for units of competency where training has commenced and training delivery occurred.
- If Asset Training is unable to provide the full course/program/qualification servicing, and an alternative registered training organisation cannot be found that meets the client's needs, then the client will be entitled to a refund of fees in proportion to the services not provided. This policy recognises that the client will be able to gain recognition of prior learning (RPL) for the learning outcomes/units of competency already met. In addition, Asset Training will meet the costs associated with the client fulfilling the RPL requirements, provided they are completed within 12 months of the termination of the course/program/qualification.
- Clients who withdraw during a course/program/qualification will be eligible to have a proportion of their fee reimbursed based on their progress to date and resources provided. The maximum refund available will be 50% to reflect the

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administration and establishment costs associated with initiating and providing training delivery undertaken the course/program/qualification. However, the Manager may authorise a higher percentage of the fee to be reimbursed, subject to his/her own discretion. No fee will be reimbursed if the client remains officially enrolled in the course/program/qualification 28 days after commencement.

- To officially withdraw or defer from a course/program/qualification, the client should advise Asset Training in writing.

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