



FEES, CHARGES AND REFUNDS POLICY

SCAA SWTI will administer all fees and charges in accordance with the relevant sections of the Standards and the *Skills First* Program Guidelines about Fees and concession.

SCAA SWTI will only collect fees once for each enrolment and these will be calculated at the time of each enrolment. Any additional enrolment will attract the appropriate additional enrolment fee.

SCHEDULE OF FEES

A full Schedule of Fees can be obtained directly from SCAA SWTI and is also available on our website at www.shearerwoolhandler.com.au

STATEMENT OF FEES/ENROLMENT FEE INFORMATION

SCAA SWTI shall ensure that a Statement of Fees is provided to each client prior to their enrolment and will include the following information:

- The total amount of all fees including course fees, materials fees and any other charges
- For government funded training listed on Schedule 2 of the Skills First Contract, an approximate value of the contribution from the government towards the qualification
- For other government funded training an approximate value of the contribution from the government towards the qualification
- Code, title and currency of the qualification/s being undertaken
- Estimated duration of the training
- Expected locations of training and assessment, including modes of delivery
- Any concessions or credits being applied

TUITION FEE CONCESSION AND EXEMPTION POLICY

In accordance with the 2023 Guidelines about Fees:

- SCAA SWTI allows concessions on tuition fees at the rate of 20% of the standard tuition fee. Original, valid concession cards must be sighted and a copy retained on file. Holders of the following concession cards (including their dependent spouse or dependent child/ren) may be eligible for reduced fees:
 - Commonwealth Health Care Card
 - Pensioner Concession Card
 - Veteran's Gold Card
- Those individuals who identify as being of Aboriginal or Torres Islander descent will have their fee waived
- Concession will be granted to those identifying as an asylum seeker under the VET Program for training at Cert IV level or below or Skills set
- Fee Waivers will be given to suitable students in accordance with the contract and requested by the EO and in line with SWTI Business processes. A fee waiver is recorded in the student file with a letter and also reported using SMS and uploaded to SVTS

A reduction in enrolment fees due to hardship or extraordinary circumstances may be granted at the discretion of the Executive Officer.



ENROLMENT FEE INVOICE POLICY

Students undertaking training will be invoiced directly, with enrolment fees calculated according to the Guidelines about Fees. Invoices will be sent to students prior to or during month of enrolment. A receipt will be issued within 10 working days of payment.

SHEARING AND WOOLHANDLING SCHOOLS

Payment by students attending schools is required prior to the commencement of the course. Some exemptions may apply. Please speak to the Executive Officer if you believe you may be eligible.

FEES PAID IN ADVANCE POLICY

It is SCAA SWTI's normal business practice to accept fees prior to commencement of training.

The Executive Officer shall ensure that in accordance with regulations, no more than \$1500 will be accepted from each individual prior to the commencement of the course.

PAYMENT OF FEES POLICY

Fees may be paid by direct deposit, cash, eftpos or cheque. In cases of hardship, payment by instalment may be arranged at the discretion of the Executive Officer. Receipts will be issued for all monies received.

RECOGNISED PRIOR LEARNING (RPL) APPLICATION FEE POLICY

The application fee for RPL process will be calculated according to the number of units of competency being applied for, plus expenses incurred. This amount will be provided to the student prior to the application being submitted and will not exceed the actual cost of the assessment.

REPLACEMENT CERTIFICATE/STATEMENT OF ATTAINMENT FEE POLICY

Students will be charged a fee of **\$25** for the re-issue of Certificates and Statements of Attainment. However, this fee may be waived at the discretion of the Executive Officer.

REFUNDS POLICY

Students may apply for a refund of fees and the following rules may apply:

- Cancellation prior to commencement by either party – full refund of fees
- Cancellation of the course (or partial cancellation) by SCAA SWTI – full or partial refund*
- Withdrawal from the course by the student – full or partial refund
- Extraordinary circumstances may be considered for full or partial refund as approved at the discretion of the Executive Officer

Upon approval of the fee refund application, monies will be returned to the student within 10 working days.

*Refunds will be determined by the number of days cancelled/withdrawn. For example if one week of a two week school is cancelled, the student will be entitled to a 50% refund.

Refunds will be determined by the amount of time elapsed from enrolment. Refer to the policy on our website for details.

Cost of Reassessment Policy

Students may be required on occasion to undertake a reassessment as part of being awarded a final result. It is not SCAA SWTI policy to charge a student an additional fee in this instance.

| REVIEW AND AMENDMENT HISTORY | |
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| Date Reviewed: | May 2024 |
| Next Review Due: | May 2025 |
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