

FEE STRUCTURE

FINANCIAL YEAR 20/21

The following tables outline the pricing schedule for learner fees for students employed by Safe Places for Children.

Each training program offered by Seed Skills has a specific course fee. The course fee is the maximum fee that will be charged either to Safe Places for Children or to the student for his/her selected training program. This fee is inclusive of:

- Administrative fees
- Tuition and assessment
- Support (please refer to Seed Skills' Support and Progression Policy)
- Reference materials and mandatory textbooks
- Access to resources and equipment

Where additional resources are required such as optional textbooks and reference documents or own computer, the student will be required to supply these at their own expense.

QUALIFICATIONS AND SHORT COURSES (EMPLOYER FUNDED)

Community Services			
Course / Program of Study	Enrolment Fee	Course Fee	Payment Terms
CHC40313 Certificate IV in Child Youth and Family Intervention	\$350.00	\$4,173.32	As listed in Schedule 6 – Fees and Charges of the Service Agreement with Seed Skills
Top Up Skills for Residential Care Workers	\$350.00	\$1,095	As listed in Schedule 6 – Fees and Charges of the Service Agreement with Seed Skills
CHC40313 Certificate IV in Child Youth and Family Intervention (Recognition of Prior Learning)	Application Fee (non-refundable) \$50.00 RPL Processing Fee \$70.00	\$180.00*	As listed in Schedule 6 – Fees and Charges of the Service Agreement with Seed Skills *per unit of competency

INTERNAL TRAINING PROGRAMS (EMPLOYER FUNDED)

*Non-accredited short courses only

Internal Courses		
Program of Study	Total Course Fee	Payment Terms
State Specific Bridging Inductions	\$80.00	As listed in Schedule 6 – Fees and Charges of the Service Agreement with Seed Skills
Other internal courses	\$80.00	As listed in Schedule 6 – Fees and Charges of the Service Agreement with Seed Skills

FEES PAYABLE BY THE STUDENT

The following fees and charges are payable by the Student to Seed Skills based on the specified conditions where the fee is not covered by Safe Places for Children. A quote will be provided to the student prior to invoicing.

Student Fees		
Description	Conditions	Fee
Re-enrolment fee	Payable prior to re-enrolment when a student does not complete their course or program of study within the specified enrolment period	\$150.00
Per Unit of Competency re-enrolment Fee	Payable prior to re-enrolment when a student does not complete their course or program of study within the specified enrolment period*	\$260.00
Recognition of Prior Learning* (RPL) Application Fee (non-refundable)	Payable in advance or upon commencement unless they have been pre-approved for a Payment Plan option	\$50.00
RPL Processing Fee	Payable upon review of Application and pre-enrolment interview, and where RPL has been recommended by an Assessor	\$70.00
RPL per Unit of Competency Fee	Payable upon submission of portfolio of workplace evidence for assessment per unit. The portfolio of evidence will not be reviewed until payment is received.	\$180.00

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Certificate Reprint Fee	Payable prior to re-issuing a certificate, statement of attainment and/or academic transcript	\$30.00
Administration Fee	Payable in line with the terms of the issued quote/invoice	\$30.00

RECOGNITION OF PRIOR LEARNING* (RPL) FEES PAID BY THE STUDENT

Before enrolling, you will be required to complete a free self-assessment tool to determine your eligibility for an RPL pathway.

After an initial assessment, if you wish to proceed, our administration team will be in contact to arrange enrolment and a payment plan for your RPL process. No issued invoice will exceed \$1,500.00 in one instalment. Once fees have been paid, they are non-refundable.

Throughout the RPL evidence gathering process if gaps in evidence are identified and full study is required, the training plan and fees will be discussed with you.

All fees must be paid prior to issuing of your certificate or statement of attainment.

GST

All Nationally Recognised Qualifications, Accredited Courses and Units of Competency delivered by Asset Training Australia are GST-Free in accordance with the Australian Taxation Office GST Rulings GSTR 2000/27, GSTR 2001/1 and GSTR 2003/1.

PAYMENT RECEIPTS

A tax invoice/ receipt will be issued for all payments made to the RTO.

GENERAL INFORMATION ON REFUNDS

Seed Skills complies with Australian Consumer Law in regard to refunds. We are not required to provide a refund if you change your mind about the course that you chose to **enrol** into. However, we may provide a refund or partial refund in the following circumstances.

Processing of Refunds

- Approved refunds will be paid to the person or organisation who made the original payment.
- Refund assessments can be appealed following our Complaints and Appeals Policy and Procedure.
- Records of refund assessments and issuance of refunds will be stored securely on the student's file and in our accounts keeping system.

- All refunds will be processed by the same method that the payment was received.
- All applications for a refund are required to be reviewed by the RTO Manager for approval and will only be considered if all other options (e.g. deferral of course, transfer of fees to another course, etc.) have been considered.
- Refunds as a result of an error or change by Seed Skills will be processed within 10 business days; all other refund requests will be reviewed and processed within 30 business days.

TERMS FOR REFUNDS IN OTHER CIRCUMSTANCES

This section applies to both students and employers or other agencies. However, any Service Agreements organisations may have with Seed Skills supersedes this document.

<p>Transaction error by Seed Skills <i>e.g. charged the incorrect rate or processed payment twice</i></p>	<p>a full refund of amounts charged incorrectly is permitted.</p>
<p>Change of course by Seed Skills <i>e.g. Change of course location or commencement date</i></p>	<p>A full refund of training that has not been commenced is permitted. Where training has commenced, a pro-rata refund is permitted where the student is eligible to receive a statement of attainment for the training that has been completed.</p>
<p>Change of Student Circumstances <i>e.g. moved location, changed job or work requirements</i></p>	<p>Requests for refunds based on changes to a student's circumstances are reviewed by the RTO Manager on a case-by-case basis. Evidence to support the refund request must be provided.</p>
<p>Extenuating Circumstances <i>e.g. Serious injury or illness not known at the time of enrolment</i></p>	<p>A partial refund may be permitted for training that has not been commenced. This partial refund will not exceed 80% of the course fees paid. No refund will be permitted for training that has commenced.</p>
<p>Complaints and Appeals <i>Where the student is not satisfied with the quality of the course or the assessment outcome</i></p>	<p>A partial refund may be permitted following an investigation of a formal complaint or appeal where it is determined that Seed Skills have not provided the required level of service. However, if the correct complaints or appeals process is not followed by the student, no refund will be permitted.</p> <p>Note that if a certificate has been issued and a refund is authorised, the certificate will be revoked. Receiving a certificate or a statement of attainment and receiving a refund is not permitted.</p>

TERMS FOR REFUNDS WHERE A STUDENT SUBMITS A CANCELLATION OF ENROLMENT REQUEST AND REFUND

This section only applies if fees have been paid by the student.

<p>Blended Learning Courses <i>Where the course is delivered through a mix of face-to-face and online/external study</i></p>	<p>If the face-to-face component of the course is scheduled to commence first:</p> <ul style="list-style-type: none"> • A full refund is permitted if the enrolment is cancelled at least 10 business days prior to commencement • A 50% refund is permitted if the enrolment is cancelled at least 5 business days prior to commencement. • No refund will be provided after 5 business days prior to commencement has passed. • No refund will be permitted after course commencement or if student fails to attend on the scheduled commencement date. <p>If the online/external component of the course is scheduled to commence first:</p> <ul style="list-style-type: none"> • A full refund is permitted if the enrolment is cancelled prior to the commencement date of the course and if online access to the course has not been provided yet. • A 50% refund is permitted if the enrolment is cancelled within 5 business days of the scheduled commencement date of the course and if online access to the course has not been provided yet. • No refund will be provided after 5 business days prior to commencement has passed. • No refund will be permitted after the scheduled course commencement unless the above criteria applies.
<p>RPL Applications Where the student requests an enrolment entirely (or predominately) through an RPL pathway</p>	<ul style="list-style-type: none"> • The enrolment fee and any pre-paid fees are non-refundable once paid. • No refund will be permitted if the student fails to provide sufficient evidence to support their RPL application.



PAYMENT PLAN OPTIONS

For Students

Where Seed Skills requires a prospective or current student to prepay fees in excess of a total of \$1500 (being the threshold prepaid fee amount), a payment plan will be negotiated with the prospective or current student where the threshold prepaid fee amount will not be exceeded. Payment plans are negotiated on a case-by-case basis and must be approved by the RTO Manager prior to enrolment or continuation of studies.

For Organisations

Fees will be invoiced as per the Fees and Charges schedule of the Service Agreement between Seed Skills and the organisation.