

## Schedule of Fees and Charges

### Fee for Service

Academy Green Learning is a Registered Training Organisation (RTO Code: 6187) and operates in accordance with the Standards for Registered Training Organisations 2015. Academy Green Learning charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services.

### When and how do I pay?

Fees are payable when you receive your confirmation of enrolment and invoice for the enrolment fee. Fees must be paid in full within 5 days of receiving this notification from Academy Green Learning. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit or credit card.

### Can I get a refund?

Yes - If you give notice to cancel your enrolment 10 business days or more prior to the commencement of a program you will be entitled to a full (100%) refund of your fees paid.

If you give notice to cancel your enrolment 9 business days or less prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Academy Green Sustainable Learning is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

### Who is responsible for training quality and issuing you your certificate?

Academy Green Learning is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates. An AQF certificate is a qualification certificate of a Statement of Attainment that may be issued if you achieve the outcomes of the course. We do not outsource our training services to others and take great pride in our relationship with you.

### **Our guarantee to you**

If for any reason Academy Green Learning is unable to fulfil its service agreement with a student, Academy Green Learning must refund the student's proportion of fees paid for services not yet delivered. So, as an example, if you had paid in full for a course which had 2 units of competency and you had completed 1 unit at the time a course was cancelled, you would be entitled to a 50% refund on your fees paid.

### **How do I get a refund?**

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form which can be obtained from reception or by contacting us by phone and requesting a copy. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

### **Are my fees protected in case I need a refund?**

Yes - Academy Green Learning has a responsibility to limit the collection fees paid by students to minimise the amount paid in advance at any time. To meet this requirement, Academy Green Sustainable Learning cannot request a prospective or current student to prepay fees more than a total of \$1500 (being the threshold prepaid fee amount). This means paid prior to the commencement of a course or during the delivery of the course. If for any reason Academy Green Learning needed to cancel the course, it means that your total liability is limited to \$1,500 at the most. It is a smart way to protect students as consumers.

### **Am I protected under Australian Consumer Law?**

Yes, as a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and under State and Territory consumer protection laws. These protections include areas such as unfair contract terms, the consumer guarantees, to statutory a cooling-off period, and unscrupulous sales practices. You can find out more information about your rights as a consumer from the Australian Consumer Law website which includes a range of helpful guides relating to specific areas of protection. Please visit the following site for more information: [Australian Consumer Law](#)

### **Do I pay GST in my tuition fees?**

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for ‘professional or trade course’ is a GST-free education course. GST does however apply on the payment of some miscellaneous charges which are described below in Other Charges.

### **Changes to terms and conditions**

Academy Green Sustainable reserves the right to amend the conditions of the student’s enrolment at any time. If amendments are made that effect the student’s enrolment the student will be informed 7 days prior to changes taking effect. Students then have 28 days to submit an appeal from the date they were informed of the decision. Further information about appealing a decision is contained in the Learner Handbook.

### **Courses Fees**

In accordance to Clause 7.3 (Standards for RTOs 2015) Academy Green Learning does not accept payment of more than \$1500 from a student prior to qualification/course commencement. Following commencement, where the RTO requires payment of additional fees in advance from the student, at any given time, the total amount does not exceed \$1500.

### **Smart and Skilled training?**

If you can answer Yes to all 4 questions, you're eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider

1. 15 years old or over?
2. no longer at school?
3. living or working in NSW?
4. an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen?

Under Smart and Skilled, fees apply for your selected program. The fee amount you pay and the government contribution is dependent on your eligibility. The courses are subsidised for all eligible participants with a further concession rate available for those in receipt of some government benefits.

If you are a Centrelink recipient, we will need documentation from you which will assist us in calculating your Fee or your eligibility for fee exemption.

If you apply for Recognition of Prior Learning or Credit Transfer the qualification price will be adjusted and a new student fee will be determined.

## Exemptions

An exemption is where no fee is charged to the student. For exemptions, the government subsidises the total cost of the qualification.

Fee exemptions are available to eligible students who:

- are Aboriginal or Torres Strait Islander (through descent, self-identification or community identification)
- meet the Smart and Skilled disability criteria (proof of a disability support pension or documentary evidence from an appropriate medical professional is required)
- are the dependants of disability support pension recipients.
- Proof of identification and evidence of eligibility will need to be provided.

## Concession fees

Concession fees are discounted fees for disadvantaged people who are studying for qualifications up to and including Certificate IV.

The concession fee applies to the whole qualification and is a flat fee set for each qualification level, ranging from \$80 for a foundation skills course to \$240 for a Certificate III or IV.

To be eligible for the concession fee, you must meet the government subsidised fee requirements and meet one of the following criteria:

- are receiving a specified Australian Government welfare benefit or allowance at the time of their enrolment (e.g. age pension, carer payment, Newstart allowance, Veterans' Affairs pension, single parenting payment or youth allowance). Evidence will need to be provided
- are the dependants of a recipient of specified Australian Government welfare benefits or allowances.
- Proof of identification and evidence of eligibility will need to be provided.

## Traineeships – Special Circumstances

If you enrol in an approved traineeship course without evidence of being a trainee, you will be asked to pay the relevant student fee for the qualification.

If you subsequently provide evidence that you were an apprentice or a trainee at the time you enrolled, you will be refunded the difference between the qualification level Student Fee and the relevant apprenticeship fee or traineeship.

## Fee Free Traineeships (NSW only)

Traineeships are a proven pathway to well-paid jobs in a diverse range of careers. In NSW, traineeships are also fee free.

<https://vet.nsw.gov.au/choosing-vet/fee-free-traineeships>

<b>Schedule I. Course Fees and Payment Schedule</b>	
<b>Course and Payment Schedule</b>	<b>Fees Payable (A\$)</b>
<b>BSB30120 – Certificate III in Business</b>	<b>\$3200</b>
First Payment-Upon Enrolment	\$975
Second Payment- Second month of the commencement of training	\$1250
Third Payment-After completion of 50% of the units	\$975
<b>BSB30120 - Certificate III Business (Customer Engagement)</b>	<b>\$3200</b>
First Payment-Upon Enrolment	\$975
Second Payment- Second month of the commencement of training	\$1250
Third Payment-After completion of 50% of the units	\$975
<b>SIR30216 – Certificate III Retail</b>	<b>\$3200</b>
First Payment-Upon Enrolment	\$975
Second Payment- Second month of the commencement of training	\$1250
Third Payment-After completion of 50% of the units	\$975
<b>SIR40316 -Certificate IV in Retail Management</b>	<b>\$4,000</b>
First Payment-Upon Enrolment	\$1300
Second Payment- Second month of the commencement of training	\$1300
Third Payment-After completion of 50% of the units	\$1400
<b>BSB40520 – Certificate IV in Leadership and Management</b>	<b>\$,4800</b>
First Payment-Upon Enrolment	\$1300
Second Payment- Second month of the commencement of training	\$1500
Third Payment-After completion of 50% of the units	\$1000
Fourth Payment – After completion 75% of the units	\$1000
<b>CPP30719 – Certificate III in Waste Management</b>	<b>\$4,200</b>
First Payment-Upon Enrolment	\$1350
Second Payment- Second month of the commencement of training	\$1500
Third Payment-After completion of 50% of the units	\$1350
<b>CPP40919– Certificate IV in Waste Management</b>	<b>\$5,200</b>
First Payment-Upon Enrolment	\$1200
Second Payment- Second month of the commencement of training	\$1500
Third Payment-After completion of 50% of the units	\$1500
Fourth Payment – After completion 75% of the units	\$1000

<b>Schedule I. Course Fees and Payment Schedule (Continues)</b>	
<b>Course and Payment Schedule</b>	<b>Fees Payable (A\$)</b>
<b>TLI31216 – Certificate III in Driving Operations</b>	<b>\$4,800</b>
First Payment-Upon Enrolment	\$1300
Second Payment- Second month of the commencement of training	\$1500
Third Payment-After completion of 50% of the units	\$1000
Fourth Payment – After completion 75% of the units	\$1000
<b>MSM30116 Certificate III in Process Manufacturing</b>	<b>\$4,800</b>
First Payment-Upon Enrolment	\$1300
Second Payment- Second month of the commencement of training	\$1500
Third Payment-After completion of 50% of the units	\$1000
Fourth Payment – After completion 75% of the units	\$1000
<b>FBP30117 Certificate III in Food Processing</b>	<b>\$4,800</b>
First Payment-Upon Enrolment	\$1300
Second Payment- Second month of the commencement of training	\$1500
Third Payment-After completion of 50% of the units	\$1000
First Payment-Upon Enrolment	\$1000
<b>CPP30316 – Certificate III in Cleaning Operations</b>	<b>\$4,200</b>
First Payment-Upon Enrolment	\$1350
Second Payment- Second month of the commencement of training	\$1500
Third Payment-After completion of 50% of the units	\$1350
<b>TLI30319 – Certificate III in Supply Chain Operations</b>	<b>\$4,200</b>
First Payment-Upon Enrolment	\$1350
Second Payment- Second month of the commencement of training	\$1500
Third Payment-After completion of 50% of the units	\$1350
<b>SIT30616- Certificate III in Hospitality</b>	<b>\$3,800</b>
First Payment-Upon Enrolment	\$1100
Second Payment- Second month of the commencement of training	\$1500
Third Payment-After completion of 50% of the units	\$1200
<b>SITSS00051 – Food Safety Supervisor</b>	<b>\$250</b>
A one-off payment upon enrolment	\$250
<b>TLIF1001 – BlueCard</b>	<b>\$250</b>
A one-off payment upon enrolment	\$250

**Note.**

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.

The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.

**Payment Plans**

We may consider a payment plan, under exceptional circumstances. Applications will be assessed on a case-by-case basis, under strict criteria.

**Other fees and charges**
**Miscellaneous Charges**

Item	Cost
Copy Fee. Required where a student requests a photocopy of their student record.	\$10.00 (Incl. GST)
Re-issuing a qualification or statement of attainment	\$33.00 (Incl. GST)
Re-issuing a qualification or statement of attainment (More than 3 years)	\$150.00 (Incl. GST)
Replacement of issued learning/reference workbook and text	\$150.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)

**Special Notes:**

- Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to seek additional assessment opportunities. The re-assessment service includes individual re-training to prepare the student for the re-assessment.
- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are identified above for completing an individual unit of competency. The initial application/enrolment fee for RPL into the above qualifications is \$1,500.00 with the balance of the fee due at the completion of the RPL assessment process before any AQF certificate is issued.

- All fees must be paid in full before students can be issued with any AQF Certificate relating to their achievements.
- Student should refer to the course brochure for the course they are considering for a detailed description of the services offered in each course.

**Document History**

Revision	Date	Description of modifications
1.0	September 2018	Original
1.1	January 2019	Customised and updated for Sustainable Learning Academy Green 6187
2.0	February 2019	Updated to reflect name change
2.1	May 2019	Updated to reflect new logo
2.2	September 2019	Updated fees more than 3 years old
2.3	January 2020	Added two more qualifications on
2.4	February 2020	Change in Waste Course Fees
2.5	March 2021	Updated Payment Plans
2.6	Sept 2021	Added Cert IV Retail, Cert III Hospitality deleted Cert III Logistics replaced with Cert III Supply Chain
2.7	November 2021	Added short courses FSS & BlueCard – reviewing WO Deleted Cert III Warehouse Operations
2.8	May 2022	Updated Fees