

## 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/tuition 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. Payments can be made via direct deposit only.

### 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 Issuance of the 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 or 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

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.

Document	Schedule of Fees and Charges	Version	3.3
		Reviewed	13032025
Owner	Academy Green Learning		Page 1 of 6

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 Learning cannot request a prospective or current student to prepay fees more than a total of \$1500 (being the prepaid threshold 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 need 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.

## Do I Pay GST on my Training Fees?

No – Training 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.

## Terms and Conditions Changes

Academy Green Learning 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 the 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 Student Handbook.

## Course Fees

In accordance with 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 will not exceed \$1500.

## Smart & Skilled Funding

If you can answer Yes to all four (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?

Document	Schedule of Fees and Charges	Version	3.3
Owner	Academy Green Learning	Reviewed	13032025
			Page 2 of 6

4. an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen?

Under Smart and Skilled NSW, fees will usually apply for your selected program. The student 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 to assist us in calculating your Fee and your eligibility for a 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 NSW 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.

In the ACT, for students that can demonstrate genuine hardship, Academy Green Learning will waive the tuition fee and apply for reimbursement from the Chief Minister, Treasury and Economic Development Directorate.

### Concession Fees

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

In NSW, 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.

Document	Schedule of Fees and Charges	Version	3.3
Owner	Academy Green Learning	Reviewed	13032025
			Page 3 of 6

### 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 or traineeship fee.

### Fee Free Traineeships

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

To find out more, go to [Skills NSW](#).

## Miscellaneous Charges

Item	Charge
Re-issuing a Qualification or Statement of Attainment	\$33.00 (incl. GST)
Re-issuing a Qualification or Statement of Attainment (more than 3 years old)	\$150.00 (incl. GST)
Replacement of issued learning textbook/workbook	\$150.00 (incl. GST)
Re-assessment fee (per unit)	\$300.00 (GST exempt)

#### Note:

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.

## Fees and Payments Schedule

FEE FOR SERVICE					
Program	Payment Instalment				Total Payable
	1	2	3	4	
BSB30120 Certificate III in Business	\$975	\$1250	\$975	-	\$3200
BSB30120 Certificate III in Business (Customer Engagement)	\$975	\$1250	\$975	-	\$3200
SIR30216 Certificate III in Retail	\$975	\$1250	\$975	-	\$3200
BSB40120 Certificate IV in Business	\$1300	\$1500	\$1000	\$1000	\$4800

BSB40520 Certificate IV in Leadership and Management	\$1300	\$1500	\$1000	\$1000	\$4800
CPP30321 Certificate III in Cleaning Operations	\$1350	\$1500	\$1350	-	\$4200
CPP30719 Certificate III in Waste Management	\$1350	\$1500	\$1350	-	\$4200
CPP40919 Certificate IV in Waste Management	\$1200	\$1500	\$1500	\$1000	\$5200
FBP30121 Certificate III in Food Processing	\$1300	\$1500	\$1000	\$1000	\$4800
MSM30116 Certificate III in Process Manufacturing	\$1300	\$1500	\$1000	\$1000	\$4800
SIT30622 Certificate III in Hospitality	\$1100	\$1500	\$1200	-	\$3800
TLI30321 Certificate III in Supply Chain Operations	\$1350	\$1500	\$1350	-	\$4200
TLI40324 Certificate IV in Supply Chain Operations	\$1300	\$1500	\$1000	\$1000	\$4800
TLI31222 Certificate III in Driving Operations	\$1300	\$1500	\$1000	\$1000	\$4800
TLIF0025 Follow work health and safety procedures – BLUE CARD	\$280	-	-	-	\$280
SITSS00069 Food Safety Supervision Skill Set	\$250	-	-	-	\$250
SITSS00068 Food Handling Skill Set	\$180	-	-	-	\$180

**Note:**

Payment Instalment (1) is required upon enrolment

Payment Instalment (2) is required upon the commencement of the second month of training (if required)

Payment Instalment (3) is required upon the completion of 50% of the number of units (if required)

Payment Instalment (4) is required upon the completion of 75% of the number of units (if required)

- All payments are to be made in Australian dollars only.
- All training and assessment fees are exempt from GST.
- The fees listed also apply for RPL.
- The fees for an RPL will include the enrolment fee of \$1500, with the balance of fees due at the completion of the RPL process, but before and AQF certification is issued.
- All fees must be paid in full before students can be issued with any AQF certification relating to their achievements.
- Students should refer to the relevant course brochure for a detailed description of the services offered in each course.
- Employers are exempt from the fee for service payment structure above. This only applies to individual students who make payments.

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

Document	Schedule of Fees and Charges	Version	3.3
Owner	Academy Green Learning	Reviewed	13032025
			Page 5 of 6



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### *Payment Plans*

Academy Green Learning may consider alternative payment plans, under exceptional circumstances. Applications will be assessed on a case-by-case basis and under strict criteria.

Employers are not offered a payment plan unless requested. This must be negotiated with Accounts and may or may not be accepted.

Document	Schedule of Fees and Charges	Version	3.3
		Reviewed	13032025
Owner	Academy Green Learning		Page 6 of 6