

SCHEDULE OF FEES AND CHARGES

Fee for Service Course

Academy Green Learning is a National VET Regulator Registered Training Organisation (NVR RTO Registration Code: 6187) and operates in accordance with the 2025 Standards for Registered Training Organisations. Academy Green Learning charge **fees for services** provided to students undertaking a course of study (**Fee for Service Course**). 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 the enrolment or discontinue training if fees are not paid as required. Payments can be made via direct deposit only.

Can I get a Refund?

A full refund of any fees paid will be provided if there is no evidence of the student commencing or participating in any training at the time of a request for a refund.

Ongoing payments/fees are made based on progression of units, however, are required before the achievement of those units. Each progression payment shall be refunded, pro-rated on the number of units completed in respect to that payment.

Who is Responsible for Training Quality and Issuance of the Certificate?

Academy Green Learning is responsible under the 2025 Standards for RTOs 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 our website 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.

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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.

Employers are exempt from this threshold and can make payments greater than \$1500.

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 Goods and Services Tax (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.

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 Compliance Standards, Division 2, Clause 18 (1); (2025 Standards for RTOs), 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.

Employers are exempt from this threshold and can make payments greater than \$1500.

NSW - Smart & Skilled Funding

[Smart and Skilled](#) is a program providing NSW Government-subsidised training to eligible students.

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

1. 15 years old or over, and

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2. no longer at school or home-schooled students, and
3. living or working in NSW (or an Aboriginal or Torres Strait Islander person living in specific NSW border areas), and
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.

NOTE: 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.

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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 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.

For further information on Smart and Skilled NSW, Fees, Eligibilities, Exemptions, Concessions go to [Skills NSW](#).

- [Smart and Skilled student eligibility policy](#) and [Low cost and free training options](#) for students.
- Smart and Skilled Fee Administration Policy - <https://www.nsw.gov.au/education-and-training/resources/smart-and-skilled-fee-administration-policy>
- Qualifications that are eligible for government subsidy under Smart and Skilled – Skills List: <https://www.nsw.gov.au/education-and-training/resources/nsw-skills-list>
- Academy Green Learning:
 - Telephone: 02 8325 0177

Queensland Funding

Eligibility

To access a subsidised training place under Career Boost and/or career Start, a student must meet the following criteria:

- aged 15 years or older
- not be a school student
- permanently reside in Queensland
- be an Australian citizen, or Australian permanent resident (includes humanitarian entrant), or a temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- Not have previously completed a certificate IV or higher Qualification (including tertiary qualification) completed within the last 10 years (qualifications started as a school student, and foundation skills qualifications, do not count)
- Not be enrolled in any other qualification, whether funded or unfunded, except for foundation skills qualifications
- Not exceed a maximum of two government-funded apprenticeships/traineeships within a 10-year period.
- Not have previously completed a certificate III or higher-level Qualification within the last 10 years for a general training pathway

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Concession Fees/Exemptions

The RTO must charge only 40% of the standard fee if an apprentice/trainee meets any of the following criteria:

- under 17 years of age at the end of February in the year training is provided
- is not at school and has not completed Year 12
- holds a Health Care Card or Veteran or Pensioner Concession Card, or is the partner or dependent of someone who does; or
- identifies as Aboriginal or Torres Strait Islander (First Nations people).

If an apprentice/trainee is experiencing serious financial difficulties and can demonstrate this, they may qualify for a full fee exemption.

ACT Funding

Eligibility

To be eligible for an ACT training contract the Australian Apprentice/Trainee must:

- (a) work in the ACT.
- (b) be at least 15 years old
- (c) be:
 - an Australian citizen, permanent resident or New Zealand passport holder who has been a resident in Australia for more than 6 months, or
 - a person who holds a visa that is identified as being eligible
- (d) receive remuneration for their work

Concession Fees

A funded AA is eligible for a fee concession if, at the commencement of training they:

- hold a current health care card or pension card, or
- can prove genuine hardship.

Where the Australian Apprentice/Trainee is under 18 years of age this rule will apply if the parent/ guardian holds one of the above cards.

Fee Exemptions

The tuition fee must not be charged where:

- the apprentice/trainee leaves one employer and recommences within 12 months with another employer, in the same qualification and with the same Training provider
- the Australian Apprentice/Trainee is required to go to a different Training Provider because of a change of RTO process

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 Schedules

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
TLI20421 Certificate II in Supply Chain Operations	\$975	\$1250	\$975	-	\$3200
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 any AQF certification is issued.
- All fees must be paid in full before students can be issued with any AQF certification relating to their achievements (NVR RTO Compliance Standards, Division 2, clause 9 (2) (b).)
- 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.

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.

ACT Traineeship Student Fees (funded programs)

ACT TRAINEESHIP STUDENT FEES					
Program	Payment Instalment				Total Payable
	1	2	3	4	
BSB30120 Certificate III in Business	\$350				\$350
BSB30120 Certificate III in Business (Customer Engagement)	\$350				\$350

SIR30216 Certificate III in Retail	\$250	\$250			\$500
BSB40120 Certificate IV in Business	\$400	\$400	\$400		\$1200
BSB40520 Certificate IV in Leadership and Management	\$300	\$300			\$600
CPP30321 Certificate III in Cleaning Operations	\$300	\$300			\$600
FBP30121 Certificate III in Food Processing	\$250	\$250			\$500
MSM30116 Certificate III in Process Manufacturing	\$350				\$350
SIT30622 Certificate III in Hospitality	\$350				\$350
TLI20421 Certificate II in Supply Chain Operations	\$350				\$350
TLI30321 Certificate III in Supply Chain Operations	\$250	\$250			\$500
TLI40324 Certificate IV in Supply Chain Operations	\$250	\$250			\$500
TLI31222 Certificate III in Driving Operations	\$350				\$350

Instalment Stages

Payment 1 will be due prior to commencement.

Payment 2 will be due before the commencement of unit 4.

Payment 3 will be due before the commencement of unit 8.

Queensland Student Fees (funded programs)

QUEENSLAND STUDENT FEES						
Qualification	Program	Payment Instalment				Total Payable
		1	2	3	4	
BSB40520 Certificate IV in Leadership and Management	Traineeship	\$200*	\$328*	\$328*		\$856*
TLI30321 Certificate III in Supply Chain Operations	Traineeship	\$200*	\$268*	\$268*		\$736*
TLI30321 Certificate III in Supply Chain Operations	General training pathway	\$552	\$736	\$736		\$1840
TLI31222 Certificate III in Driving Operations (Heavy Vehicle)	Apprenticeship	\$200*	\$228*	\$228*		\$656*
TLI31222 Certificate III in Driving Operations	Traineeship	\$200*	\$228*	\$228*		\$656*
TLI31222 Certificate III in Driving Operations	General training pathway	\$492	\$656	\$656		\$1640

Student Co-contribution Fees

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Student co-contribution fees can be paid by an employer, a family member, a friend, or another organisation.

*Apprenticeship/Traineeship student fees are calculated at a unit level and the nominal hours for each, therefore the units selected will determine the actual total fee.

Instalment Stages

Payment 1 will be due prior to commencement.

Payment 2 will be due before the commencement of unit 4.

Payment 3 will be due before the commencement of unit 8.

Total student fees for Apprenticeship/Traineeships will then be divided by the number of units in the program to give a cost per unit. No more than 30% of the total student fee can be collected prior to commencement.

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