

Policy & Procedure 14 – Fees

Relates to standards:	3.3, 5.3, Schedule 6 Standards for Registered Training Organisations RTOs 2015 2.3 ACT Standards for Delivery of Training – Skills Canberra
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Referenced documents:	In accordance with: 2 Training & Assessment Strategy 2 – Solar In accordance with: 3 Training & Assessment Strategy 3 – Telecommunications
Monitor and review:	In accordance with: Policy & Procedure 18 – Quality Management
Responsibility:	Ben Murphy – as Proprietor / Chief Executive
Questions/queries:	administration@gets.edu.au (+61) 02 6262 0077

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1. Policy Objective

To outline;

- fees for different courses and funding models.
- methods of payment and payment terms.

- fee concessions, exemptions and refunds.
- actions arising from non payment of fees.

2. Policy

ACT Apprenticeship fees Acknowledgement: Apprenticeship training funded by ACT Government's User Choice funding.	Fee	GST
1 st year enrolment fees	\$350	GST Free
2 nd , 3 rd and 4 th year enrolment fees	\$480 per annum	GST Free
Australian School Based Apprentice (ASBA)	As above	
Maximum fees per qualification	\$1,790	GST Free
Minimum fees per qualification	\$480	GST Free

NSW Apprenticeship fees – Fee for Service	Fee	GST
1 st , 2 nd , 3 rd and 4 th year enrolment fees	\$500 per annum	GST Free
Australian School Based Apprentice (ASBA)	As above	
Maximum fees per qualification	\$2000	GST Free
Minimum fees per qualification	\$500	GST Free

Job seekers	Fee	GST
Pre-Apprenticeship course – 1 day per week for a maximum 6 months	\$350	GST Free
Gap training for apprentices who have lost their employment - 1 day per week for a maximum 6 months	\$350	GST Free

Training under an Access Canberra Restricted Electrical Licence (Australian Wiring Rules Context training)	Fee	GST
Overseas electrician or Australian electrician returning to industry	\$5000	GST Free
Where the learner holds Trades Recognition Australia certification (or equivalent) for UEE30811	\$3500	GST Free

Similar industry or where requiring individual units of competency	Fee	GST
Linesperson undergoing 7 x units.	\$4800	GST Free
Extra Low Voltage worker undergoing 3 x units	\$1200	GST Free
Individual units	\$200 - \$700 by application	GST Free

Support Services, Additional Fees and Text books	Fee	GST
Group tutorial – no enrolment restrictions	Free	
Re-sit assessment or course fees	Free	
Additional charges or contributions	Nil	
Training materials provided	Free	
AS/NZS 3000:2017 hard copy (when released)	Please allow approximately \$200 inc GST	

Fees paid up front

It is our policy to limit the maximum amount of fees payable upfront at \$1500, however in most cases our upfront fees are \$500 or less.

Solar fees

In accordance with: 2 Training & Assessment Strategy 2 – Solar

Telecommunications fees

In accordance with: 3 Training & Assessment Strategy 3 – Telecommunications

3. Procedures

Invoicing

Invoices will be issued at the time of enrolment and at regular intervals such as annually for apprenticeships or quarterly for Fee for Service.

All invoices will be initially issued to the employer unless the employer and/or apprentice has stated otherwise.

Methods of payment

Preferred payment method – Electronic Funds Transfer

Alternative payment method – Cash

Payment terms

- Payment terms: 10 business days.
- All consumer rights apply.
- Cooling off period – 10 business days.

Fee concessions, exemptions and refunds

For any 12 month period, an Australian Apprentice is eligible for a fee concession if they;

- hold a current Health Care Card or Pension Card, or
- can prove genuine financial hardship.

For any 12 month period, an Australian Apprentice is eligible for a fee exemption if they;

- changed Registered Training Organisation, or
- changed employer.

For any 12 month period, an Australian Apprentice is eligible for a refund if;

- training was not delivered or made available by us, or
- they were overcharged.

Learners are advised of the availability for concessions, exemptions and refunds during the induction process. Applications for a concession, exemption or refund, can be made in person or in writing (including email).

Actions arising from non-payment of fees

Where the appropriate fees have not been paid, certification may be withheld from the student as per clause 3.3 *Standards for Registered Training Organisations (RTOs) 2015*

Where the appropriate fees have not been paid, learners may have future enrolments denied.

4. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V3	26/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Content removed from Access, Equity and Diversity policy to be stand alone. Version number consistent with full P&P review version release Added new sections for different funding models and courses. Redefined policy objective and non payment of fees
V3.1	7/5/17	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Fixed spelling error under procedures, invoicing.