

## Fees and Charges Policy 2018

This fees and charges policy relates to the activities of Aspire Performance Training as it operates as a Registered Training Organisation (RTO).

### **Publically Funded Program Fees (e.g. Traineeships)**

This policy should be read in conjunction with the 'VET Fees and Charges Policy 2018' document published by the Department of Training and Workforce Development (DTWD) and available at:

- [www.trainingwa.wa.gov.au/](http://www.trainingwa.wa.gov.au/)
- [www.dtwd.wa.gov.au/jswa](http://www.dtwd.wa.gov.au/jswa)

The DTWD policy relates, among other matters, to:

- The application and eligibility of concession rates
- Refunds (full and partial)
- The application of charges as they apply to units commenced over a number of different years
- Resource fees payable
- Pro rata fees based on 'special withdrawal circumstances' e.g. illness or severe hardship
- Transfer of trainee fees from another RTO

### **Funded Trainees**

Indicative fees for government subsidised training for each qualification Aspire Performance Training offers are as follows:

Qualification	Average Nominal Hours	2018 (\$)
Certificate II in Business BSB20115	325	\$1056
Certificate III in Business BSB30115	420	\$1365
Certificate IV in Business BSB40215	515	\$1674
Certificate II in Government PSP20116	265	\$861
Certificate III in Government PSP30116	375	\$1218
Certificate IV in Customer Engagement BSB40315	585	\$1901
Certificate IV in Property Services CPP40307	659	\$2142
Diploma of Leadership and Management BSB51915	530	\$3069

**Please note:**

- Fees may vary dependent on the units selected to make up the qualification and the year of commencement
- The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees".

**Fee for Service Fees**

The default position for fee for service group training and single client training is:

**Fee-For-Service Group or Single Client Training**

Course Fees to be confirmed in writing with the Director or their delegate

**Resource Fees**

To be discussed at initial meeting and confirmed in writing by the Director or their delegate

**Payment Arrangements (All Clients)**

- Payment of invoices is 21 business days from the date of invoice unless alternate arrangements have been made.
- Course Fees will be charged and applied as from the date of enrolment or as agreed under the individual terms of appointment (for fee for service clients).
- Aspire reserve the right to withhold the issuance of certificates where the course fees have not been paid
- Enrolment is not complete until statutory and training based fees and charges are paid, deferred payment arrangements have been made or fees and charges have been waived.
- On enrolment, clients will take up one of the following options:
  - Pay the full amount of Course Fees or the agreed amount under the terms of engagement for fee for service clients
  - For trainees, an authorisation for invoicing document will be signed detailing the person responsible for the account. The signed authority will be provided to Aspire Performance Training
- For clients who may have difficulties in meeting their fees Aspire Performance Training will work with them to make appropriate arrangements to pay the amount outstanding.

**Incidental Fees** (applied at discretion of Aspire)

Item	Fee
Replacement Training Record Binder	\$100
Administration Fee	\$250
Call out Fee (where no or less than less than 24hrs given of cancellation)	up to \$500
Change of Unit fee	up to \$100 per unit
Qualification or Statement of Attainment re-print	\$25

**Note:** These fees are correct effective January 2018. Aspire Performance Training reserves the right to introduce or amend fees, charges and procedures as required. Please check our website to confirm the current version of this policy.