

AUTHORISATION FOR INVOICING Government Funded Program Participant Contribution

The WA Government requires that Aspire charge the participant a fee contribution towards the cost of the agreed training. The fee is calculated in accordance with the 2018 VET Fees and Charges Policy published by Department of Training and Workplace Development (DTWD) and Aspire's Fees and Charges Policy 2018.

INVOICE DETAILS			
Participant			
Qualification			
Company			
Company Contact			
Address			
Contact Number			
Email			
Concession	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Concession Type
Qualification Cost			Resource Cost
Total Cost (ex GST)*			PO Number

Fees in Advance

As a requirement of Aspires registration as a Registered Training Organisation (refer to Standard 7.3 of the Standards for RTO's 2015), Aspire is required to implement a process or strategy that will ensure that fees collected in advance from **individual learners** are suitably protected. Aspire has chosen to meet this requirement by accepting no more than \$1,500 upfront from each individual learner, which is the stipulated threshold pre-paid fee amount. This requirement does not apply when the fees of a learner are paid by a third party, for example, the learner's employer. Where the total fee exceeds \$1,500 individual learners will be asked to agree a payment plan see *APT F&C 003 'Payment Plan Authorisation'*

Please note:

- That the DTWD varies its fees and charges every calendar year. This fee is based on 2018 rates and may vary for any units not commenced in 2018. Additional fees may occur in accordance with the DTWD's published course fees for 2019 or corresponding years of unit commencement. This will result in an adjustment invoice being raised for any additional fees in 2019 or corresponding years based on progress made and the DTWD's published fees.
- Fee adjustment will be actioned at the following times; staged invoices (if applicable), calendar year adjustments (completed in January/ February each year) or upon completion.
- If additional resources are requested following the completion of this form additional fees may apply.

The employer may **choose** to meet the cost of the participant's fee. Please select one of the following options for payment:

OPTION 1 To be completed where the participant will meet the cost of the training			
Name			
Signature		Date	

OPTION 2 To be completed where the employer will meet the cost of the training.			
Name			
Signature		Date	

By signing you agree to the terms listed above and Aspire's Fees and Charges Policy 2018.