

AUTHORISATION FOR INVOICING Fee for Service Individual Learners

These fees are prepared in accordance with Aspires 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 an 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:

- Fee adjustments may occur in accordance with Aspires Fees and Charges Policy 2018 or later years
- This authorisation is not intended to cover group based or on line delivery
- If additional resources are requested following the completion of this form separate 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 Aspires Fees and Charges Policy 2018.