

# 2018 Fees and Refunds

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## **Student Fees**

Fees are calculated for each student independently based on a number of factors including course and unit selection, eligibility for government subsidised training, applications for RPL or credit transfer, previous fees paid and eligibility for concessions. Fees quoted are applicable for training services provided in the current calendar year – further fees will be payable for training services scheduled to continue into future calendar years. The student fees as published are subject to change given individual circumstances at enrolment.

## **Fee for Service**

Fee for service (FFS) rates apply to those students who are not eligible for a government subsidised training place.

## **Payment of Fees – All courses**

Clients with pre-agreed credit arrangements will be invoiced in accordance with those arrangements. In all other cases, payment is required at time of booking to confirm your enrolment. Total fees due prior to the commencement of training will not exceed \$1,500.00 for individual enrolments. Where total fees exceed \$1,500.00, fees will be payable in instalments. Each instalment will not exceed \$1,500.00 per individual. Discounts may apply for group bookings or experienced operators who meet certain criteria. All tuition fees for accredited training are GST free.

## **Government Subsidised Training (Victoria)**

Training programs may be delivered with Commonwealth and Victorian Government funding. To be eligible for a government subsidised training place you must be an Australian or New Zealand citizen or a permanent resident of Australia; and if you are 20 years of age or older as at 1 January 2018, the qualification that you are seeking to undertake must be at a higher level than that already held. Individuals who are eligible for a government subsidised training place under the Skills First Program may commence a maximum of two government funded courses at the same level in their lifetime and may commence a maximum of two government subsidised courses in any one year and may only undertake two government subsidised courses at a time. Eligibility for a government subsidised training place under the Skills First Program will be assessed by Arbortrim Australia during the enrolment process.

## **Concession Rates and Fee Waivers for Victorian Government Subsidised Training**

Concession rates may be applicable for eligible government subsidised students who hold a current Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Gold Card and who enrol in a Certificate IV level course or lower, and for those eligible government subsidised students who self-identify as being of Aboriginal or Torres Strait Islander descent and enrol in a course at any level. Full fee waivers may apply to eligible individuals who are prisoners from the Judy Lazarus Transition Centre or young people on community based orders.

## **Fees for Credit Transfer and Recognition of Prior Learning**

Arbortrim Australia Pty Ltd does not charge any fees for Credit Transfer. The following indicative fees apply for Recognition of Prior Learning:

\$400 per unit

(RPL fees are subject to change given individual circumstances at enrolment)

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## Tuition Fees

Certificate Courses - Tuition Fees					
Qualification Code	Qualification Title	Delivery Model	Government Subsidised Training Fees*		Fee for Service
			Victoria		
			General	Concession	
AHC20513	Certificate II in Arboriculture	Onsite	\$0	\$0	\$3,500
AHC21216	Certificate II in Rural Operations – Elective Option A	Onsite	\$0	\$0	\$3,500
AHC21216	Certificate II in Rural Operations – Elective Option B	Onsite	\$250	\$50	\$3,500
AHC32816	Certificate III in Rural Operations	Onsite	\$0	\$0	\$4,950
AHC50516	Diploma of Arboriculture	Onsite	\$2,990	N/A	\$9,950
UET20312	Certificate II in ESI – Powerline Vegetation Control	Onsite/ Workplace	\$1,400	\$280	\$2,000

*\*The student fees as published are subject to change given individual circumstances at enrolment. Additional licensing fees will be applicable for qualifications that include Worksafe High Risk Licensing (EWP). A Statement of Fees will be issued to all students prior to enrolment at which point fees will be confirmed.*

## Short Courses

Please refer to our short course brochure for short course fees and further details. Fees are subject to change given individual circumstances at enrolment. Fees will be confirmed in a Training Program Agreement of Statement of Fees prior to enrolment. Speak to one of our consultants on 1300 366 015 to confirm pricing and availability for short courses.

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## Refunds and Cancellations

### **Certificate/Qualification Enrolments (Certificate III and below)**

In the event of withdrawal from a non-government subsidised qualification, Arbortrim will apply a full refund, less an administration fee of \$250 if the withdrawal occurs prior to the commencement date of training.

In the event of withdrawal from a non-government subsidised qualification, Arbortrim will apply a refund of up to 50% of the total course fee (providing fees have been paid) if the withdrawal is before the half way point of the course, less any other costs or charges incurred by Arbortrim. Arbortrim will not provide a refund if withdrawal is after the half-way point of the course or at any time if the withdrawal was due to a student's removal due to unacceptable behaviour, absence or drug/alcohol intoxication.

In the event of withdrawal from a government subsidised qualification, Arbortrim will apply a full refund, less an administration fee of \$250 if the withdrawal occurs prior to the commencement date of training.

In the event of withdrawal from a government subsidised qualification, Arbortrim will apply a refund of up to 50% of the total course fee (providing fees have been paid), less an administration fee of \$250 and any other additional costs incurred by Arbortrim, if the withdrawal is before the half way point of the course. Arbortrim will not provide a refund if withdrawal is after the half-way point of the course or at any time if the withdrawal was due to a student's removal due to unacceptable behaviour, absence or drug/alcohol intoxication.

### **Certificate/Qualification Enrolments (Certificate IV and Diploma)**

In the event of withdrawal from a non-government subsidised qualification, Arbortrim will apply a full refund, less an administration fee of \$1,000.00 if the withdrawal occurs prior to the commencement date of training.

In the event of withdrawal from a non-government subsidised qualification, there will be no entitlement to a refund once instalments are due and payable. Instalments are due and payable as follows:

\$1,000.00 prior to the commencement of training

\$1,000.00 upon commencement of training

\$1,000.00 per month until the balance has been paid

Arbortrim will not provide a refund at any time if the withdrawal was due to a student's removal due to unacceptable behaviour, absence or drug/alcohol intoxication.

In the event of withdrawal from a government subsidised qualification, Arbortrim will apply a full refund, less an administration fee of \$1,000.00 if the withdrawal occurs prior to the commencement date of training.

In the event of withdrawal from a government subsidised qualification, there will be no entitlement to a refund once instalments are due and payable. Instalments are due and payable as follows:

\$1,000.00 prior to the commencement of training

\$500.00 upon commencement of training

\$500.00 per month until the balance has been paid

Arbortrim will not provide a refund at any time if the withdrawal was due to a student's removal due to unacceptable behaviour, absence or drug/alcohol intoxication.

### **Non-Qualification Courses (Worksafe High Risk Work Licensing and Other Short Courses)**

A full refund will be applied if seven business days' notice is provided prior to cancellation. A partial refund of 50% of the total course fee will be applied if more than four business days' notice is provided. Change of participant may be made at no cost with more than four business days' notice. Cancellation within four business days or failure to attend will incur forfeiture of full payment with no refund applicable. Alterations to booking dates or transfers to a different course cannot be made within four business days of the course commencement date.

### **All Courses**

Failure to attend will incur forfeiture of full payment.