



## Schedule of Fees and Charges

Exceed Childcare Training is a Registered Training Organisation (RTO Code: 41175) and operates in accordance with applicable legislation and the Standards for Registered Training Organisations 2015. Exceed Childcare Training is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services. We review our fees schedule regularly and endeavour to keep the cost of training down.

### **When and how do I pay?**

Fees are payable when you receive your confirmation of enrolment and invoice for the enrolment fee. Fees must be paid in full within 5 days of receiving this notification from Exceed Childcare Training. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card via Pay Pal.

### **Can I get a refund?**

Yes - If you give notice to cancel your enrolment more than 10 business days prior to the commencement of a program you will be entitled to a full (100%) refund of fees paid.

If you give notice to cancel your enrolment less than 9 business days prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Exceed Childcare Training is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

### **How do I get a refund?**

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

### **Are my fees protected in case I need a refund?**

Yes - Exceed Childcare Training has a responsibility to protect the fees paid by students. To meet this need, Exceed Childcare Training will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. This fee protection arrangement complies with national standards designed to limit the amount paid by a student's in advance of services being delivered.

### **Do I pay GST in my tuition fees?**

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

### **Our guarantee**

If for any reason Exceed Childcare Training is unable to fulfil its service agreement with a student, Exceed Childcare Training will refund the total fees paid by the student for any services not yet delivered. Exceed Childcare Training is committed to deliver quality training and assessment and will work with students who require individual assistance to successfully complete the training program.

**Please refer to the Student Handbook for further information on all student rights and obligations.**

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## Training Programs

<b>CHC30113 Certificate III in Early Childhood Education and Care</b>	<b>\$1,800.00</b>
<ul style="list-style-type: none"> <li>– 1st Payment - Enrolment confirmation: \$630.00</li> <li>– 2nd Payment – Within 5 days after the course commencement: \$900.00</li> <li>– 3rd Payment – Before completion : \$270.00</li> </ul>	
<b>CHC50113 Diploma in Early Childhood Education and Care</b>	<b>\$4,400.00</b>
<ul style="list-style-type: none"> <li>– 1st Payment - Enrolment confirmation: \$880.00</li> <li>– 2nd Payment – Within 5 days after the course commencement: \$1,500.00</li> <li>– 3rd Payment – During the second 5 day block of training : \$1,500.00</li> <li>– 4th Payment – Before completion : \$520.00</li> </ul>	

### Note.

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- Exceed Childcare Training payment terms are 5 days. An invoice for the 2<sup>nd</sup> payment will be issued on the first day of all courses and is required to be paid during the first week of the course.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.

Copy Fee	\$10.00 (Incl. GST)
Re-issuing a certificate, qualification or statement of attainment	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$55.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)
<p><b>Note:</b> Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.</p>	