

# VET FEES & CHARGES POLICY

Amana Living Training Institute  
RTO Code 0609



TRAINING INSTITUTE

Document Code	CS 4.9.0
Approved by	Chief Executive Officer
Policy owner	Business Manager

### Scope

This policy applies to students undertaking publicly funded vocational education and training (VET) in Western Australia. Fees must be collected in accordance with the Department of Training and Workforce Development's (DTWD) Fees and Charges Policy for the respective year. The Fees and Charges Policy 2020 only applies to the units that commenced in 2020, irrespective of the date of the enrolment or duration of the course. If any units have not commenced on 2020, the units must be charged according to the VET Fees and Charges Policy for the respective year and may incur an additional fee.

### Payment Arrangements (all clients)


- Payment of invoice is expected within 21 business days of receipt unless alternate arrangements have been made.
- To avoid delay in allocation of payments, invoice numbers are to be referenced in payments made.
- Once payments have been reconciled by Amana Living Training Institute, a receipt of payment will be emailed to clients.
- ALTI reserve the right to withhold the issuance of certificates where the course fees have not been paid in full.
- Where Trainees transfer to another RTO then fees collected are subject to the Department of Training and Workforce Development's Policy and Procedures between the two Registered Training Organisations - refer to Department of Training and Workforce Development's *VET 'Fees and Charges in 2020'* policy

### Payment Options

Enrolment is not complete until the required 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 fees and charges (**if it is below \$1500.00**);
- Pay fees by instalment;
- For trainees, present a signed authority from the employer to invoice that employer for the course fees (and other charges as applicable) that relate to that participant. The signed authority will be provided by ALTI.
- Make an application on the grounds of severe financial hardship for fees to be waived. (Please note: whether a student is in severe financial hardship is to be determined on a case by case basis by the RTO)

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Clients who fail to take up one of the above options will not be deemed as participating in training.

For clients who may have difficulties in meeting their fees, ALTI will work with them to introduce appropriate arrangements to pay the amount outstanding.

**Eligibility**

For information on eligibility please contact the Amana Living Training Institute on 1300 492 703.

**Concessions**

ALTI will charge full fees, as per DTWD’s Fees and Charges Policy 2020, however, the following students are entitled to the concession rate on course fees subject to proof of eligibility:

- Internal Amana Living staff (the fees will be paid by the employer).
- Persons and dependents of persons holding a pensioner concession card: a repatriation health benefits card issued by the Department of Veterans Affairs; or a health care card.
- Persons and dependents of persons in receipt of Austudy or Abstudy.
- Persons and dependents of persons in receipt of the Youth Allowance.

To be eligible for a concession **proof of eligibility** must be shown at the time of sign up/enrolment. If no proof is produced, full fees will be charged.

**Refunds Policy**

All refunds attract an administration fee of \$50.

**Full Refund/Census Date**

To be eligible for a full refund a request must be made in writing by the student to the Registered Training Organisation’s Business Manager before the nominated census date.

The census date is 7 days after the commencement of the unit as indicated on the individual Statement of Course Cost provided.

**Partial Refunds**

Partial refunds will only be considered if clients withdraw for reasons of personal circumstances beyond their control. For example, serious illness resulting in extended absence or injury or

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disability that prevents the student from completing their program of study. In all cases, relevant documentary evidence (e.g. medical certificate) will be required.

If a Trainee opts to change a unit of competency (within 48 hours of signing the Training Plan Outline) to a unit of lesser nominal hours, there will be no reduction in fees. ALTI reserves the right to charge a fee of \$50 to cover the administrative costs incurred in making the changes.

### **Appendix A: Indicative Course Fees for Traineeship/ Priority Industry Training Program**

The maximum course fee for non-concession students undertaking a targeted fee relief course in 2020 is \$1200. For concession students and youth, the maximum course fee for undertaking a targeted fee relief course in 2020 is \$400.

These maximums apply per course in 2020.

<i>Code</i>	<i>Title</i>	<i>Nominal Hours</i>	<i>Course Fees</i>	<i>Concession Fees</i>	<i>Resource Fees (if applicable)</i>
<b>52840WA</b>	<b><i>Certificate II in Introduction to Disability Care</i></b>	<b>320</b>	<b>\$518.40</b>	<b>\$153.60</b>	<b>\$70</b>
<b>52841WA</b>	<b><i>Certificate II in Introduction to Aged Care</i></b>	<b>300</b>	<b>\$486.00</b>	<b>\$144</b>	<b>\$80</b>
<b>CHC33015</b>	<b><i>Certificate III in Individual Support (Ageing Specialisation)</i></b>	<b>525</b>	<b>\$850.50</b>	<b>\$252.00</b>	<b>\$130</b>
<b>CHC33015</b>	<b><i>Certificate III in Individual Support (Home and Community Specialisation)</i></b>	<b>510</b>	<b>\$826.20</b>	<b>\$244.80</b>	<b>\$130</b>
<b>CHC33015</b>	<b><i>Certificate III in Individual Support (Disability Specialisation)</i></b>	<b>585</b>	<b>\$947.70</b>	<b>\$280.80</b>	<b>\$130</b>
<b>CHC42015</b>	<b><i>Certificate IV in Community Services</i></b>	<b>680</b>	<b>\$1101.60</b>	<b>\$326.40</b>	<b>\$150</b>
<b>CHC43015</b>	<b><i>Certificate IV in Ageing Support</i></b>	<b>830</b>	<b>\$1200.00</b>	<b>\$398.40</b>	<b>\$180</b>
<b>CHC43115</b>	<b><i>Certificate IV in Disability</i></b>	<b>700</b>	<b>\$1134.00</b>	<b>\$336.00</b>	<b>\$140</b>




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<b>HLT33015</b>	<b><i>Certificate III in Allied Health Assistance</i></b>	<b>445</b>	<b>\$720.90</b>	<b>\$213.60</b>	<b>\$110</b>
<b>HLT43015*</b>	<b><i>Certificate IV in Allied Health Assistance (Occupational Therapy Specialisation)</i></b>	<b>710</b>	<b>\$2307.50</b>	<b>\$688.70</b>	<b>\$160</b>
<b>HLT43015*</b>	<b><i>Certificate IV in Allied Health Assistance (Physiotherapy Specialisation)</i></b>	<b>720</b>	<b>\$2340.00</b>	<b>\$698.40</b>	<b>\$160</b>

**\* Courses that do not fall into the targeted fee relief category**

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### **Appendix C: Indicative Course Fees Existing Worker Traineeship Program**

<b>Code</b>	<b>Title</b>	<b>Nominal Hours</b>	<b>Funded Course Fees</b>	<b>Resource Fees</b>
<b>CHC42015</b>	<b>Certificate IV in Community Services</b>	<b>680</b>	<b>\$3937.20</b>	<b>\$150</b>
<b>CHC43015</b>	<b>Certificate IV in Ageing Support</b>	<b>830</b>	<b>\$4805.70</b>	<b>\$180</b>
<b>HLT43015</b>	<b>Certificate IV in Allied Health Assistance (Occupational Therapy Specialisation)</b>	<b>710</b>	<b>\$4110.90</b>	<b>\$160</b>
<b>HLT43015</b>	<b>Certificate IV in Allied Health Assistance (Physiotherapy Specialisation)</b>	<b>720</b>	<b>\$4168.80</b>	<b>\$160</b>

(An existing worker is defined as a person employed with the same employer continuously for more than three months, full time or 12 months casual or part time, or a combination of both, immediately prior to the commencement date of a training contract.)

***An application for Recognition of Prior Learning can be made for individual units or whole qualifications will be charged at a maximum of \$85 per unit with no resource fee applicable to this application. The cost of the application will be at the discretion of the Amana Living Training Institute Business Manager.***

<b>Other Fees and Charges</b>	<b>Cost</b>
<b>Training Record Binder</b>	<b>No Charge</b>
<b>Credit Transfer</b>	<b>No Charge</b>
<b>Replacement of Training Record</b>	<b>\$50</b>
<b>Administration Fee (Refer to Refund Policy)</b>	<b>\$50</b>

- 1.) Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by the RTO to be consumed or transformed by students during



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instruction, such as workshop materials and workbooks.

- 2.) For details of other Incidental Fees refer to Department of Training and Workforce Development VET 'Fees and Charges in 2020' policy, [www.dtwd.wa.gov.au](http://www.dtwd.wa.gov.au)
- 3.) Administration and callout fees may apply to cancellations.

**Note:** *“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”.*