

## Schedule of Fees and Charges

Australian Professional Training Academy is a Registered Training Organisation (RTO Number: 41495) and operates in accordance with applicable legislation and the Standards for Registered Training Organisations 2015. Australian Professional Training Academy 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.

### 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 Australian Professional Training Academy. 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 10 business days or more 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 9 business days or less prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Australian Professional Training Academy 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.

GST does apply on the payment of some miscellaneous charges.

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 - Australian Professional Training Academy has a responsibility to protect the fees paid by students. To meet this need, Australian Professional Training Academy 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 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.

## **Our guarantee to you**

If for any reason Australian Professional Training Academy is unable to fulfil its service agreement with a student, Australian Professional Training Academy must refund the student's proportion of fees paid for services not yet delivered.

## **Changes to terms and conditions**

Australian Professional Training Academy reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that affect the student's enrolment the student will be informed 7 days prior to changes taking effect.

## **Responsibility for training quality**

Australian Professional Training Academy is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

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

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### Course Offerings

<b>HLTAID001 - Provide cardiopulmonary resuscitation</b>	<b>\$63.00</b>
– Payment due before commencement: \$63.00	
<b>HLTAID003 - Provide first aid</b>	<b>\$103.00</b>
– Payment due before commencement: \$103.00	
<b>HLTAID004 – Provide an emergency first aid response in an education and care setting</b>	<b>\$103.00</b>
– Payment due before commencement: \$103.00	

### Notes

- All training tuition fees are exempt from the payment of GST. No GST included.
- 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.
- All fees must be paid in full before students can be issued with any AQF/Statement of Attainment Certificate relating to their achievements
- Students should refer to the course brochure to identify the cluster outline within each course

### Other fees and charges

Item	Cost
Copy Fee. Required where a student requests a photocopy of their student record	<b>\$10.00</b> (Incl. GST)
Re-issuing a certificate, qualification or statement of attainment	<b>\$33.00</b> (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	<b>\$95.00</b> (Incl. GST)
Re-assessment fee*	<b>\$150.00</b> (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. Not applicable for First Aid.</p>	