

## FEES

For current enrolment fee information, please visit our website and review the fees for the relevant qualification and state: <https://www.atel.com.au/about-us/useful-resources>

Enrolment fees will vary depending on:

- relevant State Government funding;
- if the student is a trainee or non-trainee;
- any concession the student may be entitled to; and
- chosen qualification.

Fees are subject to change according to any concession, exemption, credit transfer(s), or where it is identified the student is not eligible for Government subsidised training. If it is identified that the student is not eligible for Government subsidised training, the student and employer will be notified immediately and offered the opportunity to access training and assessment services on a fee for service basis.

Concession or exemption evidence must be provided at the induction visit for any concession entitlements or exemptions to apply. Evidence cannot be accepted after confirmation of enrolment.

All enrolment fees are inclusive of all training and assessment services outlined in the student handbook, except additional fees. Refer to **Additional fees** below or in the student handbook.

### Payment Terms

For trainees, the employer has an obligation to pay the enrolment fees and invoices will be sent to the employer. For non-trainees, fee arrangements are to be negotiated with the employer.

ATEL Training Solutions has a fee protection mechanism in place in that we do not accept any more than \$1,500.00 at enrolment. The following fee schedule will apply for fees of \$1,500.00 or more.

The enrolment fees will be payable as follows:

Fee type	After induction visit (non-refundable)	30 days from induction visit	60 days from induction visit
Fees less than \$1,500.00	Up to \$250.00*	Remaining balance	N/A
Fees of \$1,500.00 or more	\$250.00	50% of remaining balance	Remaining balance

\*This amount will vary according to any concessions that may apply.

Up to a maximum of \$250.00 is invoiced after the induction visit. This fee is non-refundable.

A cooling off period of 30 days from the induction date applies. After this time the remaining balance(s) will be invoiced regardless of if or when the student discontinues with their course or cease employment after that time.

Payment is due 7 days after receipt of invoice.

### Additional fees

Additional fees that occur during the course will be invoiced to the employer unless otherwise advised. Additional fees that occur after course completion/cancellation will be the responsibility of the student and must be pre-paid.

Fee type	Amount	When it applies
Recognition of Prior Learning (RPL) (per unit fee)	\$250.00	During the course
Replacement training resources	\$50.00	
Additional assessment submission	\$150.00	
Independent assessment appeal	\$200.00	
Course extension – 1 month	\$220.00	
Course extension – 3 months	\$650.00	
Replacement certificate or statement of attainment	\$35.00	After course completion/ cancellation
Replacement competency card	\$25.00	
Replacement certificate or statement of attainment + competency card	\$50.00	

### Recovery of outstanding fees

Non-payment of any fees may result in referral to debt collection, temporary withdrawal or cancellation of training services. Certification based on completed units of competency that you may be entitled to will be withheld until all fees are up to date.

## REFUNDS

If for any reason the student is unable to continue the course and fees have been paid, the person who made the payment may be eligible for a refund.

Refunds will be issued in the following circumstances:

- there has been an overpayment of the enrolment fee – we will refund the excess amount paid only; or
- ATEL Training Solution is unable to provide the course for which the student has enrolled in and fees paid in advance have been made.

Refunds may be considered in the following circumstances:

- the student withdraws from the course after the 30 day cooling off period and no further workplace visits were made.

Refunds will not be considered for any of the following circumstances:

- the student withdraws from the course after the 30 day cooling off period and workplace visits were made; or
- the students' employment ceases or there are changes to employment after the 30 day cooling off period and workplace visits were made.

ATEL Training Solutions may consider refunds for extenuating circumstances. For example: if the student met with a serious misadventure or was diagnosed with a terminal illness and was unable to continue the course.

Any refund request from the person who paid the fees must be requested by completing a *Refund Request* form and emailing to: [RTOadmin@atel.com.au](mailto:RTOadmin@atel.com.au)

A *Refund Request* form can be found at our website: <https://www.atel.com.au/about-us/useful-resources>