

VET INVESTMENT FUNDED BY THE QUEENSLAND GOVERNMENT			
QUALIFICATION		CO-CONTRIBUTION FEE	
CERTIFICATE 3 GUARANTEE		NON-CONCESSION	CONCESSION
BSB30120	Certificate III in Business	\$195.00	\$130.00
SIT30622	Certificate III in Hospitality	TBA	TBA
HIGHER LEVEL SKILLS			
BSB40320	Certificate IV in Entrepreneurship and New Business Student must be the owner, manager or the employee of a small business in Queensland.	\$300.00	\$130.00
MEM40119	Certificate IV in Engineering* *This qualification has a point based system and co-contribution fee amounts provided above are based on an average of 20 units after completion of Engineering Trade, Certificate III. Co-contribution amounts will adjust accordingly dependant on the number of units of competency student is required to complete to achieve the full qualification.	\$600.00*	\$260.00*
SIT40516	Certificate IV in Commercial Cookery Student must be an Existing Worker in the Tourism and Hospitality industry and must already hold a trade qualification (Certificate III) in the Tourism and Hospitality industry.	\$990.00	\$429.00
SIT50422	Diploma of Hospitality Management	\$840.00	\$364.00
VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS (VETIS)		NON-CONCESSION	CONCESSION
11054NAT	Certificate II in Plumbing Services	\$225.00	\$175.00
AUR20218	Certificate II in Automotive Air Conditioning Technology	\$225.00	\$175.00
AUR20720	Certificate II in Automotive Vocational Preparation	\$225.00	\$175.00
CPC10120	Certificate I in Construction	\$225.00	\$175.00
MEM20422	Certificate II in Engineering Pathways	\$225.00	\$175.00
SIT20421	Certificate II in Cookery	\$225.00	\$175.00
UEE22020	Certificate II in Electrotechnology (Career Start)	\$225.00	\$175.00

^ Please note the above Vocational Education and Training in Schools (VETIS) are delivered under third party arrangements within secondary education colleges/schools

^ VETIS funded by the VET investment budget is fee-free for students. However, if there is a shortfall between the subsidy level and the fees charged by the PQS. This is known as the co-contribution fee. This fee will be paid by the school.

DELIVERY METHODS

Programs will be delivered through tasks that will simulate the specific industry environment and supports the development of the practical skills and theoretical knowledge required to support the achievement of competency in the chosen qualification.

A range of teaching and learning strategies will be used to deliver the competencies. These may include:

- practical tasks;
- group work and individual work tasks;
- face to face trainer led theory classes either at AUSTRALIAN TRADE TRAINING COLLEGE facilities or the student’s workplace;
- activities in simulated work environments (as per Training Package requirements);
- on-the-job training provided by the nominated supervisor.

FEES

FEE FOR SERVICE ENROLMENTS (INDIVIDUAL OR COMPANY)

- A non-refundable administration fee of \$250.00 is required in order to assess a participants’ enrolment application. This fee will be deducted from the total costs, should the participant decide to progress with enrolment. This fee is an upfront one-off payment that cannot be paid off through a payment plan.
- Participants undertaking training, including apprentices/trainees who are not completely funded through User Choice may be required to pay Course Fees.
- Course fees include items such as; tuition fees and resource costs associated with the training as well as student services. Course fees are invoiced at time of enrolment.
- The participant will be liable for all fees due should enrolment progress past the initial enrolment assessment. Fee payment (excluding the initial enrolment application fee) will commence once a unit of competency has been started, acknowledging the participant will be progressing with the qualification with the view of completing it.
- For training conducted in excess of 400km travel from the primary AUSTRALIAN TRADE TRAINING COLLEGE office (Scarborough, QLD 4020), cancellation or postponement of training is to be advised via email at a minimum of 10 working days prior to commencement of training otherwise the full fee quoted will be incurred.
- Australian Trade Training College has documented and implemented systems to protect fees paid in advance. For accredited training and/or assessment, no more than \$1,500.00 will be payable by the student prior to the commencement of the course. Following course commencement, Australian Trade Training College may require payment of additional fees in advance from the student, but at any given time the total amount payable in advance will not exceed \$1,500.00.
- When a company is enrolling students the full course fee is payable in advance, prior to the course commencing.
- If the participant is choosing to enrol through the RPL pathway, completing all or most units through Recognition of Prior Learning, additional fees will be charged on a per unit basis for any gap training. Participants will be liable for a fee of \$250.00 per unit of competency in addition to the price quoted for the full qualification through RPL.

USER CHOICE - APPRENTICESHIPS AND TRAINEESHIPS

- User Choice Funded Apprentices/Trainees are exempt from the Enrolment Fee.
- Student Contribution Fees are a participant’s contribution to the cost of tuition. Student Contribution Fees under the User Choice program funded by the Queensland government, are set at \$1.60 per nominal hour for each Unit of Competency. These are calculated and to be paid at the commencement of each unit.
- The participant may be entitled to a partial exemption of 60% off the Student Contribution Fees if the participant falls into one or more of the following exemption categories:
 - The participant was or will be under 17 at the end of February in the year in which training is being provided and is not at school and has not completed grade 12. Units commenced after the participant turns 18 will be charged in full, unless one or more of the below applies;
 - The participant holds a health care card, pensioner card or is the partner or dependent of a person who holds a health care card or pensioner concession card and is named on the card;
 - The participant is an Aboriginal or Torres Strait Islander person;
- Participants who commence training into a high priority qualification within twelve months of completing Year 12 and provide evidence of such will not be charged a Student Contribution Fee throughout their training contract. A complete list of high priority qualifications can be located through www.training.qld.gov.au.
- Employer Contribution Fees, if applicable, are listed within the Employer Contribution Fee form provided and acknowledged upon enrolment of the participant.
- Australian Trade Training College may refuse to provide training and assessment services to an Apprentice/Trainee if the Apprentice/Trainee does not pay their Student Contribution Fee despite being advised of the fees policy prior to enrolment.

CERTIFICATE 3 GUARANTEE & HIGHER-LEVEL SKILLS

The total Co-Contribution Fee will be charged upfront and prior to commencement of the qualification. Participants will be sent an invoice once eligibility and qualification commencement has been confirmed.

Participants who commence training into a high priority qualification within twelve months of completing Year 12 will not be charged a Student Contribution Fee throughout their training contract. A complete list of high priority qualifications can be located through www.training.qld.gov.au

VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS (VETiS)

This training is provided fee-free to students and additional costs including course costs are to be met by the school. The total Co-Contribution Fee will be charged upfront and prior to commencement of the qualification. The participant’s school as stated on the Eligibility Form – VET in Schools will be sent an invoice once participant eligibility has been confirmed. Additional fees may be incurred due to a variation in the standard delivery model (I.e. delivery method or resource requirements). Any additional fees will be specified within a written agreement between AUSTRALIAN TRADE TRAINING COLLEGE and the school.

PAYMENT METHODS

Fees may be paid by cash, direct debit or EFTPOS methods (Only Visa or MasterCard credit cards are accepted). Payment must be made within invoice terms and prior to the date stated on the invoice. Direct Debit must be arranged if payment cannot be met within the stated terms.

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REFUND POLICY

FEE FOR SERVICE ENROLMENTS (INDIVIDUAL OR COMPANY)

- All notifications of withdrawal from a qualification or request for refunds must be made in writing to Training Services via email to training@attc.org.au.
- A full refund minus a \$250.00 administration fee will be made to those candidates who cancel before any training or assessment takes place.
 - a) In the case of online learning, training and assessment is deemed to have commenced once the student has been issued a username and login.
 - b) In the case of face-to-face learning, training and assessment is deemed to have commenced on the first day/date of training – either on-site or at the college premises.
 - c) For the purpose of RPL, training and assessment includes the act of providing advice and discussing forms of evidence required to assist in proving competency within a qualification.
- Once training has commenced in the qualification, no refund is available of any qualification fees paid unless the participant can provide a medical certificate or show extreme personal or financial hardship.
- Consideration will be provided to any written request for refunds based on personal or financial hardship.
- Refunds will be approved only at the discretion and consideration of the RTO Manager.
- All refund amounts, should they be approved will be paid within 28 calendar days after written confirmation to the student.
- The amount will be paid directly to the person who completes the Tuition Fee Agreement with Australian Trade Training College in Australian dollars unless it is impractical. Any transfer or other bank charges incurred will be deducted from the refundable amount.
- Australian Trade Training College will refund within 28 calendar days, all fees paid where the student’s application for enrolment is refused by Australian Trade Training College if applicable.
- In the unlikely event that Australian Trade Training College is unable to deliver the qualification, the student may choose to have all fees paid refunded within 28 days of notification OR be placed in an alternative qualification of equal value with Australian Trade Training College. If the student chooses placement in an alternative qualification, this must be communicated to Australian Trade Training College in writing by the student.
- For training conducted in excess of 400km travel from the primary AUSTRALIAN TRADE TRAINING COLLEGE office (Scarborough, QLD 4020), cancellation or postponement of training is to be advised via email at a minimum of 10 working days prior to commencement of training otherwise the full fee quoted will be incurred.
- This policy and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection law.

USER CHOICE - APPRENTICESHIPS AND TRAINEESHIPS

- Withdrawal is determined once notification of cancellation of training contract has been received by Australian Trade Training College from the Department of Education and Training.
- Student Contribution Fees for units started although not completed, and therefore withdrawn, will be refunded on a pro-rata basis. This is calculated by the actual hours of training and assessment undertaken by the participant, as compared to the nominal hours previously charged for upon commencement of that unit.
- Full refund of Student Contribution Fees will be provided to participants who have been charged for training delivery that has not yet commenced at the time of cancellation of enrolment.
- Full refund of Employer Contribution Fees will be provided on a per-unit-of-competency basis for units where training has not yet commenced at the time of cancellation of a participant’s enrolment.
- Where applicable, no refund of Employer Contribution Fees will be forthcoming for units of competency where training has commenced.
- All refund amounts will be paid within 28 calendar days after written confirmation of cancellation of training contract has been received by Australian Trade Training College.
- The refund amount will be paid directly to the person who completes the Tuition Fee Agreement and/or was issued with an invoice in Australian dollars unless it is impractical. Any transfer or other bank charges incurred will be deducted from the refundable amount.

CERTIFICATE 3 GUARANTEE & HIGHER-LEVEL SKILLS

- All notifications of withdrawal from a qualification or request for refunds must be made in writing to Training Services via email at training@attc.org.au.
- Once training has commenced in the qualification, no refund is available of any qualification fees paid unless the participant can provide a medical certificate or show extreme personal or financial hardship.
 - a) In the case of online learning, training and assessment is deemed to have commenced once the student has been issued a username and login.
 - b) In the case of face-to-face learning, training and assessment is deemed to have commenced on the first day/date of training – either at the participants’ workplace, the college premises or any other agreed upon location where face-to-face training and/or assessment is conducted.
 - c) For the purpose of RPL, training and assessment includes the act of providing advice and discussing forms of evidence required to assist in proving competency within a qualification.
- Refunds will be approved only at the discretion and consideration of the RTO Manager.
- All refund amounts, should they be approved will be paid within 28 calendar days after written confirmation to the student.
- The refund amount will be paid directly to the person who completes the Tuition Fee Agreement and/or was issued with an invoice in Australian dollars unless it is impractical. Any transfer or other bank charges incurred will be deducted from the refundable amount.

VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS (VETIS)

- All notifications of withdrawal from a qualification or request for refunds must be made in writing to Training Services via email at training@attc.org.au.
- Once training has commenced in the qualification, no refund is available of any qualification fees paid unless the participant can provide a medical certificate or show extreme personal or financial hardship.
 - a) In the case of online learning, training and assessment is deemed to have commenced once the student has been issued a username and login.
 - b) In the case of face-to-face learning, training and assessment is deemed to have commenced on the first day/date of training – either onsite or at the college premises.
 - c) Any other alternate delivery methods will specify details of the refund policy within a written agreement between the school and AUSTRALIAN TRADE TRAINING COLLEGE
- Refunds will be approved only at the discretion and consideration of the RTO Manager.
- All refund amounts, should they be approved will be paid within 28 calendar days after written confirmation to the school.
- The refund amount will be paid directly to the school in Australian dollars unless it is impractical. Any transfer or other bank charges incurred will be deducted from the refundable amount.

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