



[RTO National Provider No: 32145]
[ABN: 13 138 320 662 ACN: 138 320 662]

FEES AND CHARGES POLICY

PURPOSE

To define the management of students' fees and charges and payment options available to prospective students.

POLICY

It is the policy of Health Industry Training that all fees and charges will be provided to potential students, prior to enrolment, to ensure students can make an informed decision to enrol with Health Industry Training.

PERSONS AFFECTED

All fee-paying students enrolled outside the VET FEE HELP scheme.

PROCEDURE

All students must read and understand the fees and charges conditions and organisation's refund policy before enrolment. Students must consult the fees and charges outlined on the enrolment form to ascertain the fees association with their particular course.

Students enrolling in a full qualification will be provided with a fees instalment plan to ensure compliance with SNR 22 Financial management of the Standards for NVR Registered Training Organisations 2011. Part of the fees is regarded as an administration fee and is payable 2 weeks prior to enrolment. This fee is non-refundable.

Fees can be made by cash, cheque made payable to Health Industry Training or credit card. Fees are payable in advance for each unit of competency. A student is considered enrolled in a unit of competency on receipt of the signed enrolment form.

A qualification certificate, with an attached statement of results will be issued on completion of the qualification. A statement of attainment will be issued for the units completed, if the full qualification is not attained. A fee will be payable for reissue of these documents as per the Fees and Charges document.

RESPONSIBILITIES

General Manager – protection of fees paid in advance by students.

RTO staff – ensure compliance with SNR 22 Financial management of the Standards for NVR Registered Training Organisations 2011

PUBLICATION

This Fees and Charges Policy will be made available to students and potential students through publication on the website (www.healthindustrytraining.org)

This Fees and Charges Policy was agreed to and ratified by the General Manager, GP Links Wide Bay trading as Health Industry Training on 4 January 2013.