

## Schedule of Fees and Charges

Connect People Training is a Registered Training Organisation and operates in accordance with applicable legislation and the Australian Quality Training Framework. Connect People Training is entitled to 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. We review our fees schedule regularly and endeavour to keep the cost of training down.

### When and how do I pay?

Fees are payable when you receive notification of enrolment. Fees must be paid in full within five days of receiving this notification from Connect People Training. We may discontinue training if the fee is not paid as required. Payment methods include Visa, MasterCard, direct deposit or cheque. Payment details and authorisation form is attached to the enrolment form.

### Can I get a refund?

Yes - If you give notice to cancel your enrolment more than 10 days 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 less than 10 days prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Connect People Training 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.

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 are extenuating or significant personal circumstance that led to your withdrawal. If for any reason Connect People Training is unable to fulfil its service agreement with a student, Connect People Training must refund the student's proportion of fees paid for services not delivered.

### 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 - Connect People Training acknowledges that it has a responsibility to protect the fees paid by students. To meet this need, we only accept payment of no more than \$1,000 from each student prior to the commencement of the course. Subsequent payments to be paid will not exceed \$1,000. The subsequent payments are based on the costs of your training and assessment which is yet to be delivered. This is like a pay as you go system. If the cost of the course is less than \$1,000.00, the full amount will be requested before the program commences.

### Do I pay GST in my tuition fees?

No - GST is 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.

Training Programs	Fee
RIIMP0318B Conduct Skid Steer Loader Operations	\$270.00
RIIMP0317A Conduct Roller Operations	\$270.00
RIIMP0321B Conduct Civil Construction Wheeled Loader Operation	\$270.00
RIIMP0322A Conduct Civil Construction Tracked Loader Operation	\$270.00
RIIMP0311A Conduct Haul Truck Operations	\$270.00
CPCCOHS1001A Work safely in the construction industry (White Card)	\$190.00

**Note.** The fees for RPL are the same as the fee listed above for completing the listed course.

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**Miscellaneous Charges**

Re-issuing a certificate, qualification or statement of attainment	\$70.00
Replacement of text or learning material	At cost
Re-sit fee (where competency is not achieved and the opportunity to re-sit is offered)	\$150.00

**Verification of Competency (VOC)**
**Fee**

RIIMP0318B Conduct Skid Steer Loader Operations	\$70.00
RIIMP0317A Conduct Roller Operations	\$70.00
RIIMP0321B Conduct Civil Construction Wheeled Loader Operation	\$70.00
RIIMP0322A Conduct Civil Construction Tracked Loader Operation	\$70.00
RIIMP0311A Conduct Haul Truck Operations	\$70.00

**Note.** The above fee is per student, with a minimum of 4 assessments per session / visit.

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