

Fee Information – Domestic students

Students must pay their course fees by the due date, as per their payment schedule provided. If fees are not paid on time, staff will attempt to make contact with students to arrange an appointment with Administration and you will be given the opportunity to discuss any compassionate and compelling circumstances and get your fees up to date.

Recognition Of Prior Learning

Recognition of Prior Learning services are an important market offering for the RTO. Where a student opts to withdraw, the following refunds will apply only in circumstances where no training or assessment services have been provided of any kind, for any units. An RPL service is considered to be commenced as soon as the student have paid their initial fee and have submitted their self-assessment.

Refunds – Domestic Students

The Refund will be made according to the following rules:

Type of Service	Prior to commencement	After commencement
RPL Services	If a student withdraws from the RPL service before 7 or less calendar days the student will be eligible for full refund minus a non-refundable \$500 administration fee.	After the 7 calendar days the student will not be eligible for any refund.
Fee For Service Training	If the student withdraws from the course prior to commencement the student will be given a full refund minus a non-refundable \$500 administration fee.	If the student withdraws from the course after the commencement of the training the student will be given a refund on pro rata bases where training of units has not been commenced minus a non-refundable \$500 administration fee.
Other Refunds	<p>In the event RTO is unable to commence or deliver for a scheduled course, students will be provided with suitable alternative arrangements. Should a suitable alternative not be agreed upon, a full fee refund equating to the amount paid will be provided and only to the person who paid the fees, which may be a third party.</p> <p>In the event where RTO agreed service arrangement is terminated early, the student will receive a refund for services not provided by the RTO.</p> <p>In an unlikely event that RTO terminate as an RTO, all students will receive a refund for services not provided by the RTO.</p>	

Students may apply for a refund of their course fees where already paid up-front and they are experiencing extenuating circumstances, which is verifiable with evidence. Refunds under extenuating circumstances can only be applied for where training has commenced but not yet completed. No refund will be given to students who have completed or finalised their enrolment.

This list is not exhaustive, and discretion is made by the Student Experience Manger for each case.

Extenuating circumstances	
Acceptable	Not acceptable
<ul style="list-style-type: none"> Medical conditions that have arisen during the enrolment which make it unreasonable or impossible to complete the course. 	<ul style="list-style-type: none"> Change of mind towards the enrolled qualification Preference for another provider Change of <ul style="list-style-type: none"> Career path Employment status

Extenuating circumstances	
Acceptable	Not acceptable
<ul style="list-style-type: none"> • Medical conditions that, while pre-existing, worsen during the enrolment, which make it unreasonable or impossible to complete the course. • Verifiable financial hardship (<i>see financial hardship section for more information</i>) • Death of an immediate family member, verifiable by death certificate • Verifiable extenuating circumstances not elsewhere stated 	<ul style="list-style-type: none"> ○ Personal circumstances relating to finances within a student's control. ○ Pregnancy ○ Change in Visa conditions post enrolment. ○ Time available to study ○ Location or housing situation, including moving interstate or overseas. • Lack of progression • Failure to achieve competency for units. • Pre-existing medical conditions • Breach of student visa conditions • Any change in circumstances outside of enrolment, including for students who either have or have not been issued with AQF documentation

Fee Information – Queensland Funded students

Certificate 3 Guarantee (C3G)

Student Co Contribution Fee

For the students, undertaking certificate III level training and non-concessional students undertaking lower-level vocational training are required to contribute to the costs of their training through a co-contribution fee.

The amount of your out-of-pocket expense will vary depending on the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or another third party but cannot be paid or waived by the training provider.

However, during the enrolment process, an RTO representative will conduct an induction session during which you will be advised of the contribution fees. You will also receive a qualification factsheet detailing information on your contribution fees at the unit level, delivery modes, proposed timeframes in which it is expected that you should complete the training and other information to help you make an informed decision.

Student contribution fees for the qualification are invoiced upon commencement of training and only once your enrolment has been confirmed. The schedule below provides an overview of contribution fees for concessional and non-concessional students.

To understand your eligibility to enrol in the Certificate 3 Guarantee, visit: <https://desbt.qld.gov.au/training/training-careers/incentives/certificate3>

Fee Exemption or Concession

Concessional student status applies when:

- the student holds a Health Care or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds a Health Care or Pensioner Concession Card and is named on the card;
- the student provides the SAS with an official form under Commonwealth law confirming that the student, their partner or the person of whom the student is a dependant is entitled to concessions under a Health Care or Pensioner Concession Card;
- the student identifies as Aboriginal or Torres Strait Islander;
- the student is a school student and is enrolled in a VETiS program (may include young people in detention);
- the student has a disability; or
- the student is an adult prisoner

VET in Schools (VETiS)

This training is provided fee-free to school students and additional costs are met by the school.

User Choice

Student Co Contribution Fee

Student Co-contribution Fees are an apprentice's contribution to the cost of tuition. As an apprentice under the User Choice funding program, it is mandatory to pay Student co-contribution Fees. Student co-contribution Fees are currently set at \$1.60 per nominal hour for each unit of competency [as set by the Department of Trade, Employment and Training (DTET)]. These fees may change at the discretion of the Department. The apprentice's employer may pay the student co-contribution fee on behalf of the apprentice.

Fee Exemption

Apprentices may be eligible for a partial or full exemption from these fees if they provide evidence, they are eligible for concession – please get in touch to find out more.

A. Partial Exemption – Tuition Fee (apprentice must pay 40% of Student Contribution Fee)

- If you are or will be under 17 at the end of February in the year training is provided, and you are not at school and did not complete year 12;
- If you hold a health care card or pensioner card issued under Commonwealth law, or are the partner or dependent of a person who holds a health care card or pensioner concession card, and are named on the card;
- If you have an official form under Commonwealth law confirming that you, your partner or the person of whom you are a dependent, is entitled to concessions under a health care card or pensioner concession card; or
- If you are an Aboriginal or Torres Strait Islander person

B. Full Exemption – Tuition Fee

- If you would be caused extreme financial hardship, you may be exempt from the Co-contribution fees;
- If you are a school-based apprentice;
- If you are undertaking a qualification as part of the Skilling Queenslanders for Work – Work Skills Traineeship program.
- Specific business rules aligned to the suite of fee-free training programs offered by the Department since 1 January 2014 and inclusive of current programs targeting apprentices aged 25 years and under.

Student contribution fees apply for all units of competency (including any which are achieved by recognition of prior learning) unless you have previously achieved the unit of competency (either the same unit(s) name and code or deemed equivalent) and provide a Statement of Attainment as evidence.

Student contribution fees are payable prior to commencing training in the unit of competency. You may apply for exemption at any time for fees that have not yet been charged.

C. Free apprenticeships for under 21s and under 25s

Free apprenticeships for under 21s

To be eligible, an apprentice or trainee must be under 21 years of age and commence in a Training Contract on or after 1 July 2019 in a designated Free apprenticeship qualification specified on the department's User Choice Price List. Other eligible apprentices or trainees are those:

- enrolled in a qualification under the Year 12 Fee Free initiative prior to 1 July 2019 and will continue their qualification under Free apprenticeships.
- under 21 years of age from 30 June 2019 and commenced in a Training Contract prior to 1 July 2019 in a designated Free apprenticeship qualification. Free apprenticeships will apply to units of competency/modules commencing on or after 1 July 2019.

Free apprenticeships for under 25s

To be eligible, an apprentice or trainee must be aged between 21 years and under 25 years of age and commence in a Training Contract on or after 1 January 2021 in a designated Free apprenticeship qualification specified on the department's User Choice Price List. Other eligible apprentices or trainees are those:

- aged between 21 years and under 25 years from 31 December 2020 and commenced in a Training Contract prior to 1 January 2021 in a designated Free apprenticeship qualification. Free apprenticeships will apply to units of competency/modules commencing on or after 1 January 2021. These apprentices must also not be claiming under the Free apprenticeships for under 21s initiative.

Refunds - Queensland Funded students.

Certificate 3 Guarantee (C3G)

A full refund will be paid for Student Co-Contribution Fees charged for training delivery that has not commenced at the time of the cancellation of enrolment.

Where an student has withdrawn from a Unit of Competency and training has commenced, a refund will not apply.

VET in Schools (VETiS)

VET in Schools (VETiS) who withdraw from training, which is funded under QLD funding initiative, and did not pay any fees, will not receive a refund

User Choice

A full refund will be paid to apprentices for Student Co-Contribution Fees charged for training delivery that has not commenced at the time of the cancellation of enrolment.

Where an apprentice has withdrawn from a Unit of Competency and training has commenced, a refund will not apply.

Fee Information – Western Australia Funded students

Fees and charges for students undertaking publicly funded vocational education and training (VET) in Western Australia will be collected in accordance with the provisions of the Vocational Education and Training Act 1996, DTWD's VET Fees and Charges Policy; any law and other legal requirements that maybe relevant.

REDUCED COURSE FEES — LOWER FEES, LOCAL SKILLS!

DTWD requires students receiving funding under the Lower Fees and Local Skills program to contribute towards the cost of their course/training. The fee may be paid on the student's behalf by a third party (but not by ECOC). Where the student is required to pay fees personally, they will be given an itemised invoice.

The maximum course fee for non-concession students undertaking a Lower Fees and Local Skills course in 2023 is \$1,200. For concession students and youth, the maximum course fee for undertaking a Lower Fees and Local Skills course in 2023 is \$400, if you're aged 15–24 and have left school or eligible for a concession. Additional fees may apply such as resource fees.

CONCESSIONS ON COURSES

Eligibility for the concession rate on course fees is determined at the time of enrolment. The following students are entitled to the concession rate on course fees.

- Persons and dependants of persons holding:
 - a Pensioner Concession Card;
 - a Repatriation Health Benefits Card issued by the Department of Veterans' Affairs; or
 - a Health Care Card.
- Persons and dependants of persons in receipt of services from the following Commonwealth support or employment services programs:
 - Workforce Australia; or
 - ParentsNext.
- Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- Persons and dependants of persons in receipt of the Youth Allowance.
- Persons and dependants of persons who are inmates of a custodial institution.
- Secondary school-aged persons, not enrolled at school.

For the Workforce Australia, or the ParentsNext program, appropriate evidence of a student's eligibility for concession is a letter from the Commonwealth services provider confirming the student's participation in the program. If the concession is valid for the full enrolment period, then all eligible units the student enrolls in within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units the student enrolls in on or after the start date and prior to the expiry of the concession attract the concession rate.

Students undertaking an Apprenticeship or Traineeship with DTWD will need to pay their fees up-front, or by instalments. Students who wish to pay by instalments will be given a minimum of eight weeks from the commencement of a unit to finalise their payments, and collection will be dealt with as per normal procedure for all students.

Everthought College of Construction may waive all fees and charges for students that we assess as being in severe financial hardship for courses below diploma level and concession-eligible Diploma and Advanced Diploma courses. Whether a student is in severe financial hardship is to be determined on a case-by-case basis.

Refunds – Western Australia Funded students.

Students who withdraw are entitled to a full refund, part refund or Pro Rata Refund depending on their circumstance.

Full Refunds

Students are entitled to a full refund of the applicable course fee, resource fee and other fees where:

- A unit is cancelled or rescheduled to a time unsuitability to the students;
- A student is not given a place due to maximum number of places being reached; or
- Due to any other circumstances caused by RTO.

Part Refunds

Students can apply for part refund, - Everthought College of Construction sets the withdrawal date for each unit of competency (no less than 20% of the way through the time when the unit is undertaken).

Students who withdraw for reasons other than those outlined in full refund and who lodge a withdrawal form before the census/withdrawal date for a unit will be eligible for a full refund of the course fee for the unit; and

- a full refund of the resource fee if the course is a Diploma or Advanced Diploma course; or
- 50% of the resource fee if the course is below Diploma level.

Pro Rata Refunds

Students can apply for a pro rata refund of fees and charges at any time during the course of delivery if the student withdraws for reasons of personal circumstances beyond their control.

For example:

- serious illness resulting in extended absence from classes;
- injury or disability that prevents the student from completing their program of study; or
- other exceptional reasons at the discretion of the accountable officer

Fee Information – New South Wales Funded students

NSW Based Apprentices and Trainees may be eligible for full funding if they meet the minimum eligibility criteria as described below.

Entitlement Apprenticeships and Traineeships Program

Eligibility

A person who is eligible to receive Subsidised Training in the Smart and Skilled Entitlement Apprenticeships and Traineeships Program is a person who:

- At the time of commencement, is a NSW Apprentice or New Entrant Trainee and has an approved Training Contract in NSW, and
- The qualification that is being undertaken is on the NSW Skills List, and
- The qualification that is being undertaken is shown on their Training Contract.

Fee and Charges

Apprenticeship

Apprenticeship fees apply to NSW Apprentices undertaking training in a qualification offered on the NSW Skills List as part of an apprenticeship pathway that supports their apprenticeship.

NSW apprentices who are funded under Smart and Skilled, and who commence subsidised training on or after 1 July 2018 will be fully funded by NSW government for their apprenticeship qualification. Please contact the RTO for further information and eligibility requirements.

For apprentices who are not eligible for the above, the qualification delivered to an apprentice under an apprenticeship pathway is capped at \$2,000.

Traineeship

Traineeship fees apply to NSW New Entrant Trainees undertaking training in a qualification offered on the NSW Skills List as part of a traineeship pathway that supports their traineeship.

NSW trainees who are funded under Smart and Skilled and commence subsidised training on or after 1 January 2020 will be fully funded by NSW government for their traineeship qualification. Please contact the RTO for further information and eligibility requirements.

For trainees who are not eligible for the above, the qualification delivered to a trainee under a traineeship pathway is capped at \$1,000.

More information about apprentice and trainee eligibility requirements for this Initiative can be found in the Smart and Skilled Eligibility Policy and the Smart and Skilled Fee Administration Policy.

Refunds – New South Wales Funded students.

Apprenticeships and Traineeships who withdraw from training, which is funded under NSW funding initiative, and did not pay any fees, will not receive a refund.