



Provider No. 5090

STUDENT INFORMATION HANDBOOK - EXTRACT

2009 FEES & CHARGES (JULY – DECEMBER)

TUITION FEES

The following fees apply for enrolments from **July to December 2009**, after which date changes may apply.

All participants will be required to pay a **tuition fee** for Government funded programs. Some training may have other charges associated with it, i.e. equipment purchases, material charges, textbooks. Participants will be given an indication of what other charges will be involved upon enrolment.

Tuition fees are applied over a 12 month period. Should you need to re-enroll after the expiration of 12 months, fees and charges will apply for the remainder of your program as per AVTES' Fees and Charges Policy.

Additional enrolments. An additional tuition/materials fee will apply where students are enrolled in supplementary units within the same 12 month enrolment period.

APPRENTICESHIPS AND TRAINEESHIPS

	Hourly rate	Minimum	Maximum
Fee Maintenance (Commencements prior to 01/07/2009)	\$1.37	\$55	\$877 (July – Dec 2009)
Fees (Commencements after 01/07/2009)	Up to \$1.37	\$57	\$452 (July – Dec 2009)
	Up to \$1.37	\$57	\$903 (2010)

OTHER COURSE CATEGORIES

July – Dec 2009	Course Category	Hourly rate	Minimum	Maximum (6 months)
	Foundation Skills	Up to \$1.08	\$50	\$250
	Skills Creation	Up to \$1.37	\$105	\$438
	Skills Building	Up to \$1.41	\$120	\$500
	Skills Deepening	Up to \$2.71	\$225	\$750
2010	Course Category	Hourly rate	Minimum	Maximum
	Foundation Skills	Up to \$1.08	\$50	\$500
	Skills Creation	Up to \$1.40	\$105	\$875
	Skills Building	Up to \$1.62	\$120	\$1,000
	Skills Deepening	Up to \$3.25	\$225	\$2,000

Indigenous students: Minimum fees apply.

All Tuition Fees are due and payable once full enrolment has occurred as per the terms detailed on the Tax Invoice forwarded.

If you are paying fees by cheque, **please ensure that it is made payable to AVTES.** Credit Card facilities are also available for payment in person or via the telephone.

Materials

A fee will apply for any materials required for program delivery or the printing of any training manuals. **This fee will be estimated at the time of enrolment and is non-refundable and non-returnable in the event of withdrawal from training.**

* For further information please contact AVTES

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Part Payment Options

Students may pay their Enrolment Fees in instalments. A Part-Payment Schedule detailing the instalments particulars will be proposed and payments must be paid on the agreed dates.

A Part-Payment Schedule is available upon request and all enquiries relating to this should be directed to our Finance Department for discussion/consideration.

Fee Concessions

NB: Fee concessions are not available for Skills Deepening courses or when tuition fees are being paid by a Commonwealth Government agency or as part of a Commonwealth program or initiative.

Concession Card Holders

Tuition fee concessions are available to eligible concession card holders, the dependent spouse or the dependent child of a concession card holder. Participants who are, at the commencement of training, in receipt of any of the following cards are eligible for fee concessions:

- Commonwealth Health Care Card
- Pensioner Concession Card
- Veteran's Gold Card

NB. Appropriate evidence of benefit status must be provided before a fee concession is granted.

Other Concessions

Where full payment of the Enrolment Fee would impose extreme financial hardship, a fee concession will be considered and granted on a "merit" basis.

You will find a Fee Concession Application form in your enrolment pack. Applications for fee concessions will need to be received by our office no later than 28 days from the initial date of invoice. Please contact our Finance Officer if you require further assistance.

Refunds

1. If a student withdraws, by written notice, from training at any time **up until 4 weeks after the scheduled commencement date**, a refund of the tuition contribution paid will occur, less the minimum tuition contribution and any other fees and charges paid by or on behalf of the student.
2. For the purposes of 1 (above), **if a student withdraws from only part of their enrolment**, only a refund of the portion of the tuition contribution and fees for materials or services applicable to that part of the training will occur.
3. **If training is cancelled by AVTES at any time during the period of the student's enrolment**, a refund of the full tuition contribution, the pro-rata portion of any student services and amenities fees, ancillary fees and any fees for materials or services which have not been used in training prior to the date of cancellation will occur.
4. **If a student does not undertake tuition in part of their enrolment because of recognised prior learning**, then a refund amount equal to the difference between the tuition fee paid and the tuition fee payable for the adjusted hours of tuition will occur.
5. AVTES reserves the right to grant refunds in other circumstances or of greater amounts as it sees fit.
6. Skills Deepening refunds will comply with the VET Fee-Help regulations

Issuing of Qualification Certificates/Statements of Attainment

Qualification Certificates and Statements of Attainment will only be issued if the student has paid all outstanding fees in relation to their training package. This includes Tuition and Material Fees.

Re-Issue of Qualification Certificates/Statements of Attainment

Where a Qualification Certificate or Statement of Attainment is requested by a participant to be re-issued, **a minimum charge of \$20.00 will apply**. We suggest that you keep your Certificates in a safe place to avoid losing or misplacing them.