



Provider No. 5090

2012 FEES & CHARGES

STUDENT INFORMATION HANDBOOK - EXTRACT

TUITION FEES

The following fees apply for enrolments from **January to December 2012**, 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-enrol 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 unless maximum fees reached.

RPL: All participants will be required to pay the equivalent tuition hourly rate for Recognition of Prior Learning enrolments.

APPRENTICESHIPS AND TRAINEESHIPS

	Hourly rate	Minimum	Maximum
APPRENTICESHIPS	Up to \$2.17	\$0	N/A
TRAINEESHIPS	Up to \$2.17	\$0	N/A

OTHER COURSE CATEGORIES

Course Category	Hourly rate	Minimum	Maximum
Foundation Skills	Up to \$1.08	\$0	N/A
Skills Creation	Up to \$1.62	\$0	N/A
Skills Building	Up to \$2.17	\$0	N/A
Skills Deepening	Up to \$4.33	\$0	N/A

FEE MAINTENANCE

Course Category	Hourly rate	Minimum	Maximum
Fee Maintenance (Commencements prior to 01/07/2009)	\$1.47	\$59	\$939

Fee maintenance tuition fees are only applicable to enrolments in continuous training where a student undertakes the next available scheduled training in the same course leading to the same qualification prior to 1st July 2009. The overall expiry date for fee maintenance is 1 January 2013.

Indigenous students: Minimum fees apply in all categories.

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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the trainers who come to you...

PART PAYMENT OPTIONS

Students may pay their Enrolment Fees in instalments. A direct debit application is available by request.

All enquiries relating to this option should be directed to our Finance Department for discussion/consideration.

FEE CONCESSIONS

NB: Fee concessions are not available for Skills Deepening courses (unless undertaken as a traineeship pathway) 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 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 pays a tuition fee which is no longer required due to recognition of prior learning**, then a refund amount equal to the difference between the tuition fee paid and the RPL 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.

ISSUING OF QUALIFICATION CERTIFICATES/STATEMENTS OF ATTAINMENT

Qualification Certificate and Statements of Attainment will only be issued if the student has paid all due fees in relation to their training program, including 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.