


Amana Living Training Institute

RTO Code 0609

VET FEES & CHARGES POLICY 2024



TRAINING INSTITUTE

	POLICY AND PROCEDURE FEES AND CHARGES POLICY 2024	
	Document Code	CS 4.9.0
	Approved by	Chief Executive Officer
	Policy owner	Director - Amana Living Training Institute

Policy Statement

This policy applies to Amana Living Training Institute (ALTI) students undertaking publicly funded vocational education and training (VET) at ALTI. ALTI student fees will be collected in accordance with the Department of Training and Workforce Development's (DTWD) Fees and Charges Policy for the respective year.

Scope

This policy relates only to fees and charges for units commenced in 2024, irrespective of the date of enrolment or duration of the course. If any units have not commenced in 2024, these units must be charged according to the VET Fees and Charges Policy for the respective year and may incur an additional fee.

Policy Principles


This policy has been formulated on the following basis:

- At enrolment students are informed of the fees associated with the course
- Enrolment is not complete until the required fees and charges are paid, deferred payment arrangements have been made, or fees and charges have been waived.
- For students who may have difficulties in meeting their fees, ALTI will work with them to introduce appropriate arrangements to pay the amount outstanding.
- All documentation and conversations about student's financial hardship will be kept according to ALTI's privacy policy.
- ALTI reserve the right to withhold the issuance of certificates where the course fees have not been paid in full.

Payment Arrangements (all clients)

- Payment is expected within 21 business days of issue of invoice unless alternate arrangements have been made.
- To avoid delay in allocation of payments, invoice numbers are to be referenced in payments made.
- Once payments have been reconciled by Amana Living Training Institute, a receipt of payment will be emailed to clients.
- Where Trainees transfer to another RTO then fees collected are subject to the Department of Training and Workforce Development's Policy and Procedures between the two Registered Training Organisations - refer to Department of Training and Workforce Development's '*VET Fees and Charges in 2024*' policy.

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Payment Options

On enrolment, students will take up one of the following options:

- Pay the full amount of fees and charges (if it is below \$1500.00);or
- For trainees, present a signed authority from the employer to invoice that employer for the course fees (and other charges as applicable) that relate to that participant. The signed authority will be provided by ALTI. or
- Request approval to pay fees by instalments; or

Clients who fail to take up one of the above options will not be deemed as participating in training.

Waiving of Fees


Following the Department of Training and Workforce Development's 'VET Fees and Charges in 2024' policy regarding Fee Waiver Guidelines, Students may make an application for fees to be waived on the grounds of severe financial hardship. Determination of severe financial hardship is determined on a case-by-case basis by ALTI. Students are responsible for submitting the appropriate form and providing the required information.

Concessions

ALTI will charge full fees, as per DTWD's Fees and Charges Policy 2024, however, the following students are entitled to the concession rate on course fees subject to proof of eligibility:

- Persons, and dependents 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 dependents of persons in receipt of services from the following Commonwealth support or employment services programs:
 - Workforce Australia or
 - ParentsNext
- Persons and dependents of persons in receipt of AUSTUDY or ABSTUDY.
- Persons and dependents of persons in receipt of the Youth Allowance.
- Persons and dependents of persons who are inmates of a custodial institution
- Secondary school-aged persons, not enrolled at school

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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

To be eligible for a concession proof of eligibility must be shown at the time of sign up/enrolment. If no proof is produced, full fees will be charged. 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.

Temporary Residents

Persons holding one of the following visa types are to be treated as Australian residents for fee charging purposes and are eligible for fee waivers and concessions:

- Holders of a subclass 309, 444, 785, 790, or 820 visa;
- Secondary holders of a temporary visa of sub-class 457 or 482 visa;
- Holders of a Bridging Visa E (subclasses 050 and 051) where the visa holder has made a valid application for a visa of subclass 785 or 790;
- Ukraine citizens who are holders of a visa sub-class 449 or 786;
- Afghan citizens who are holders of a visa sub-class 449; and
- Holders of a bridging visa who are eligible to work, and who have made a valid application for a subclass 866.

Targeted Fee Relief Courses

Western Australia signed the National partnership for the JobTrainer Fund with the Commonwealth Government to provide low and fee-free training to youth and jobseekers. Under the agreement, the following entitlements are available to students who enroll in a Category 5 – Targeted Fee Relief course:


- Maximum course fee for non-concession students in 2024 is \$1,200
- For concession students and youth, the maximum course fee for 2024 is \$400.

Fee Free Training

From 1 January 2023, and continuing for 2024, a number of full qualifications and short courses skill sets across a range of priority industry areas will be fee free.

Student eligibility:

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- Open to all students that are eligible for public funding, except enrolled secondary school students
- All new start traineeships are included in this program
- Existing Worker Traineeships are excluded from this program
- Continuing students can access fee free settings from Jan 1 2024

Refunds Policy

All refunds attract an administration fee of \$50.

Full Refund/Census Date

To be eligible for a full refund a request must be made in writing by the student to the Registered Training Organization's Director before the nominated census date.

The census date is 7 days after the commencement of the unit as indicated on the individual Statement of Course Cost provided.

Partial Refunds

Partial refunds will only be considered if clients withdraw for reasons of personal circumstances beyond their control. For example, serious illness resulting in extended absence or injury or disability that prevents the student from completing their program of study. In all cases, relevant documentary evidence (e.g., medical certificate) will be required.

Students who withdraw prior to census/withdrawal date for a unit will be eligible for a full refund of the course fee for the unit and 50% of the associated resource fee.


If a Trainee opts to change a unit of competency (within 48 hours of signing the Training Plan Outline) to a unit of lesser nominal hours, there will be no reduction in fees. ALTI reserves the right to charge a fee of \$50 to cover the administrative costs incurred in making the changes.

Appendix A: Indicative Course Fees for Traineeship/Priority Industry Training Program/Participation – Work Readiness


The maximum course fee for non-concession students undertaking a targeted fee relief course in 2024 is \$1200. For concession students and youth, the maximum course fee for undertaking a targeted fee relief course in 2024 is \$400.

These maximums apply per course in 2024.

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Code	Title	Nominal Hours	Course Fees	Concession Fees	Resource Fees (if applicable)
52840WA	<i>Certificate II in Introduction to Disability Care</i>	322	\$521.64	\$154.56	\$70
52841WA	<i>Certificate II in Introduction to Aged Care</i>	302	\$489.24	\$144.96	\$80
52890WA	<i>Certificate II in Community Health and Wellbeing</i>	358	\$579.96	\$171.84	\$90
CHC33015	<i>Certificate III in Individual Support (Ageing Specialisation)</i>	508	\$0	\$0	\$130
CHC33015	<i>Certificate III in Individual Support (Home and Community Specialisation)</i>	510	\$0	\$0	\$130
CHC33015	<i>Certificate III in Individual Support (Disability Specialisation)</i>	585	\$0	\$0	\$130
CHC42015	<i>Certificate IV in Community Services</i>	678	\$0	\$0	\$150
CHC43015	<i>Certificate IV in Ageing Support</i>	830	\$0	\$0	\$180
CHC43115	<i>Certificate IV in Disability</i>	700	\$1134.00	\$336.00	\$140
HLT33015	<i>Certificate III in Allied Health Assistance</i>	445	\$0	\$0	\$110
HLT43015	<i>Certificate IV in Allied Health Assistance (Occupational Therapy Specialisation)</i>	710	\$1150.20	\$340.80	\$160
HLT43015	<i>Certificate IV in Allied Health Assistance (Physiotherapy Specialisation)</i>	720	\$1166.40	\$345.60	\$160

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Code	Title	Nominal Hours	Course Fees	Concession Fees	Resource Fees (if applicable)
CHC33021	Certificate III in Individual Support Ageing	838	0.00	0.00	\$150.00
CHC33021	Certificate III in Individual Support Disability	808	0.00	0.00	\$150.00
CHC42021	Certificate IV in Community Services	653	0.00	0.00	\$150.00
CHC43121	Certificate IV in Disability	555	\$899.10	\$266.40	\$100.00


Student Eligibility applies to all of the above course fees being available.

Appendix B: Critical Skill Sets

Code	Title	Nominal Hours	Funded Course Fees	Resource Fees
AE116	Entry into Care Role Skill Sets	150	\$0	Nil
AF008	Community Support Skill Set	93	\$0	Nil

Appendix C: Indicative Course Fees Existing Worker Traineeship Program

Code	Title	Nominal Hours	Funded Course Fees	Resource Fees
CHC33015	Certificate III in Individual Support (Ageing Specialisation)	508	\$822.96	\$130
CHC33015	Certificate III in Individual Support (Home and Community Specialisation)	510	\$826.20	\$130
CHC33015	Certificate III in Individual Support (Disability Specialisation)	585	\$947.70	\$130
CHC33021	Certificate III in Individual Support (Ageing)	838	\$1200.00	\$150
CHC33021	Certificate III in Individual Support (Disability)	808	\$1200.00	\$150

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CHC42015	<i>Certificate IV in Community Services</i>	<i>678</i>	<i>\$3925.62</i>	<i>\$150</i>
CHC42021	<i>Certificate IV in Community Services</i>	<i>653</i>	<i>\$3780.87</i>	<i>\$150</i>
CHC43015	<i>Certificate IV in Ageing Support</i>	<i>830</i>	<i>\$1200.00</i>	<i>\$180</i>
CHC43115	<i>Certificate IV in Disability</i>	<i>700</i>	<i>\$4053.00</i>	<i>\$140</i>
CHC43121	<i>Certificate IV in Disability</i>	<i>555</i>	<i>\$3213.45</i>	<i>\$100</i>
HLT43015	<i>Certificate IV in Allied Health Assistance (Occupational Therapy Specialisation)</i>	<i>710</i>	<i>\$4110.90</i>	<i>\$160</i>
HLT43015	<i>Certificate IV in Allied Health Assistance (Physiotherapy Specialisation)</i>	<i>720</i>	<i>\$4168.80</i>	<i>\$160</i>

(An existing worker is defined as a person employed with the same employer continuously for more than three months, full time or 12 months casual or part time, or a combination of both, immediately prior to the commencement date of a training contract.)

An application for Recognition of Prior Learning can be made for individual units or whole qualifications will be charged at a maximum of \$85 per unit with no resource fee applicable to this application. The cost of the application will be at the discretion of the Director, Amana Living Training Institute.

Other Fees and Charges	Cost
<i>Training Record Binder</i>	<i>No Charge</i>
<i>Credit Transfer</i>	<i>No Charge</i>
<i>Replacement of Training Record</i>	<i>\$50</i>
<i>Administration Fee</i>	<i>\$50</i>
<i>Non-attendance Fee per class</i>	<i>\$50</i>

- 1.) Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by the RTO to be consumed or transformed by students during instruction, such as workshop materials and workbooks.

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- 2.) For details of other Incidental Fees refer to Department of Training and Workforce Development VET 'Fees and Charges in 2024' policy, www.dtwd.wa.gov.au
- 3.) Administration and callout fees may apply to cancellations.
- 4.) Non-attendance fees will be charged at the RTOs discretion where a student fails to give more than 48 hours' notice of their intention not to attend a scheduled class.

Note: "The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees".

Related policies:

Customer Charter	Privacy Notice
Student Handbook	Fee Waiver Form