

TRAINING FEES POLICY

The new fees and charges framework is effective for enrolments in Victoria commencing 2008. They apply to valid Victorian Government Funded Training Program (GFTP) enrolments in apprenticeships or traineeships. The fees are based on a \$1.37 per nominal enrolled hour of tuition for a twelve month continuous period commencing at time of enrolment. For example, if you are enrolled for 450 hours the tuition fee would be \$616.50 (450 hours x \$1.37)

www.otte.vic.gov.au/library/public/voced/2007

All students enrolling in government funded programs who are in receipt of a Commonwealth Health Care Card or equivalent concession, will pay the minimum tuition fee of \$57 irrespective of the enrolled hours. To qualify for the Commonwealth Health Care Card and Pensioner Card concession the student must provide proof at the time of enrolment that they are the card holder, or the dependant spouse or dependant child of the card holder.

Maximum Fees

Irrespective of the total hours in a program, no student will pay more than \$903 in tuition fees for a twelve month continuous period commencing at time of enrolment. Students not eligible for concessions pay \$1.37 per hour, on a sliding scale up to \$877 per annum. Payment plans can be negotiated.

The Training Manager may also exercise the right to waive or amend the above fee structure in the case of extreme hardship.

Fee for Service Students

Fee calculated upon application, please contact Training Department Office on 1300 135 008.

Fees for Recognition of Prior Learning

A nominal fee may apply for any recognition of prior learning. Please contact Training Department for current charges.

Short Course Fees

Fees for short courses are at a competitive rate. Please call Training Department for dates and pricing.

Materials Fees

The materials fee for each course is set by the industry area enrolled and covers the actual cost of essential materials required for the successful undertaking of the course as well as other course related costs such as excursions and other activities. All students will be provided with details of their materials fees at time of enrolment.

There are no concessions for materials fees. There are no refunds after four weeks of commencement of classes, except:

- * where goods/activities have not been supplied, or
- * Goods can be returned if unused.

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TRAINING FEES POLICY

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REFUND POLICY

Government Funded Courses

No refunds are granted if the trainee withdraws after four weeks from enrolment date.

Withdrawals must be in writing. **A minimum maintenance tuition fee of \$57 applies, plus a cost recovery fee for books and materials where applicable.**

Trainees/apprentices that are enrolled under government funding will be charged a pro rata of \$1.37 per student contact hour for each module where training has been delivered before notice of withdrawal. Special circumstances are subject to Training Manager approval on application.

Fee For Service Courses

Where an enrolled student gives written notice of his/her inability to undertake the course less than 4 weeks prior to the commencement of a course, no refund for the tuition fees paid for that course is refundable, except as determined at the discretion of the Training Manager of Link Employment + Training Inc. or his/her nominee.

Where a student has paid for a course, and the student having paid the full fees in advance for the course, gives written notice of his/her inability to undertake the course within 4 weeks prior to the commencement of the course, any tuition fees paid for that course are refundable, less an administration fee of 10% and any agents or processing fee.

Victorian Government Funding

LINK Employment & Training acknowledges Victorian Government Funding for Apprenticeships and Traineeships Training.

NB: Criteria applies, please contact us.

