

## **Schedule of Fees and Charges – Domestic Online Students**

Embracia Education (RTO number: 45632 is a Registered Training Organisation and operates in accordance with applicable legislation and the Standards for Registered Training Organisations. Embracia Education is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services. We review our fees schedule regularly and endeavour to keep the cost of training down.

### **When and how do I pay?**

Enrolment fee is payable when you receive enrolment in a course. Tuition fees are payable at the commencement of each term. Term tuition fees must be paid in full within 5 days of receiving an invoice from Embracia Education. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include cheque, online via the Embracia Education website or credit card. Payment details and authorisation form is attached to the enrolment form.

### **Can I get a refund?**

Yes - If you give notice to cancel your enrolment more than 10 days prior to the commencement of a program you will be entitled to a full (100%) refund of fees paid, less the \$300.00 non-refundable application fee.

If you give notice to cancel your enrolment less than 10 days prior to the commencement of a program you will be entitled to a 75% refund of fees paid, less the non-refundable application fee. The amount retained (25%) by Embracia Education is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

If for any reason Embracia Education is unable to fulfil its service agreement with a student, Embracia Education must refund the student's proportion of fees paid for services not delivered.

### **How do I get a refund**

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

### **Are my fees protected in case I need a refund?**

Yes - Embracia Education has a responsibility to protect the fees paid by students. To meet this need, Embracia Education will only accept an initial payment of no more than \$1,500.00 from each student prior to the commencement of their course. The subsequent payments are based on the costs of your training and assessment which is yet to be delivered. If the cost of the course is less than \$1500.00, the full amount will be requested before the program commences.

### **Do I pay GST in my tuition fees?**

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for ‘professional or trade course’ is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

### **Changes to terms and conditions**

Embracia Education reserves the right to amend the conditions of the student’s enrolment at any time. If amendments are made that effect the student’s enrolment the student will be informed 7 days prior to changes taking effect.

***Please refer to the Student Handbook for further information on all student rights and obligations.***

## **Schedule of Fees and Charges**

<b>CHC33021 Certificate III in Individual Support - Online</b>	<b>\$1,500</b>
<ul style="list-style-type: none"> <li>– 1st Payment - Enrolment confirmation (non-refundable): \$300.00</li> <li>– 2nd Payment – Within 5 days after the course commencement: \$500.00</li> <li>– 3rd Payment – Within 5 days of Term 2 commencement: \$300.00</li> <li>– 4th Payment - Within 5 days of Term 3 commencement: \$200.00</li> <li>– 5th Payment - Within 5 days of Term 4 commencement: \$200.00</li> </ul>	

<b>CHC43015 Certificate IV in Ageing Support - Online</b>	<b>\$2,500</b>
<ul style="list-style-type: none"> <li>– 1st Payment - Enrolment confirmation (non-refundable): \$300.00</li> <li>– 2nd Payment – Within 5 days after the course commencement: \$500.00</li> <li>– 3rd Payment – Within 5 days of Term 3 commencement: \$425.00</li> <li>– 4th Payment - Within 5 days of Term 4 commencement: \$425.00</li> <li>– 5th Payment - Within 5 days of Term 5 commencement: \$425.00</li> <li>– 6th Payment - Within 5 days pf Term 6 commencement: \$425.00</li> </ul>	

**Note.**

- All training tuition fees are exempt from the payment of GST. No GST included.
- Embracia Education payment terms are 5 days. An invoice for Term 1 will be issued on the first day of all courses and is required to be paid during the first week of the course.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.

**Miscellaneous Charges**

Re-issuing a certificate, qualification or statement of attainment	\$33.00 (Incl. GST)
Replacement textbook	\$103.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)
<p><b>Note:</b> Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.</p>	