

## Statement of Fees – 2021 (TOID 6832)

	Government Contribution (How much the Government Pays)	Student Contribution (How much the Student Pays)						
		Tuition Fees				Additional Course Fees (as relevant)		
		A Concession (Funded – Skills First Program)	B Non- Concession (Funded – Skills First Program)	C Fee for Service (FFS)	JobTrainer Concession (Funded – Skills First Program)	Payment Agreement Administration Fee	RPL Assessment (Per Unit)	Resources (Incl. GST)
CHC33015 - Certificate III in Individual Support (Ageing, Home and Community) (Release 4) - Current	\$5,525	\$550 (\$0.85 per hr)	\$2,750 (\$4.23 per hr)	\$3,900 (\$6.00 per hr)	\$550 (\$0.85 per hr)	\$80	\$300	N/A
Zoom Delivery Model CHC33015- Certificate III in Individual Support (Ageing, Home and Community) (Release 4) - Current	\$5,525	\$299 (\$0.46)	\$1495 (\$2.30)	\$2995 (\$4.60)	\$299 (\$0.46)	\$80	\$300	N/A
HLT33115 - Certificate III in Health Services Assistance (Release 4) - Current	\$5,000	\$300 (0.60 per hr)	\$1,500 (\$3.00 per hr)	\$3,400 (\$6.80 per hr)	\$300 (0.60 per hr)	\$80	\$300	N/A
CHC43415 - Certificate IV in Leisure and Health (Release 2) - Current	\$7,315	\$500 (\$0.48 per hr)	\$2,500 (\$2.36 per hr)	\$4,000 (\$3.83 per hr)	\$500 (\$0.48 per hr)	\$80	\$235	N/A
CHC43115 - Certificate IV in Disability (Release 2) - Current	\$6,510	\$550 (\$0.59 per hr)	\$2,750 (\$2.96 per hr)	\$3,900 (\$4.19 per hr)	\$550 (\$0.59 per hr)	\$80	\$280	N/A
Zoom Delivery Model CHC43115 - Certificate IV in Disability (Release 2) - Current	\$5,525	\$299 (\$0.32)	\$1495 (\$1.60)	\$2995 (\$3.22)	\$299 (\$0.32)	\$80	\$280	N/A
HLT54115 - Diploma of Nursing (Release 1) - Current	\$15,989	N/A	\$12,500 (\$7.42 per hr)	\$27,500 (\$16.33 per hr)	\$5,500 (\$3.27 per hr)	N/A	\$1,100	\$750

	Government Contribution (How much the Government Pays)	Student Contribution (How much the Student Pays)						
		Tuition Fees				Additional Course Fees (as relevant)		
		A Concession (Funded – Skills First Program)	B Non- Concession (Funded – Skills First Program)	C Fee for Service (FFS)	JobTrainer Concession (Funded – Skills First Program)	Payment Agreement Administration Fee	RPL Assessment (Per Unit)	Resources (Incl. GST)
<b>CHC62015 - Advanced Diploma of Community Sector Management (Release 2) - Current</b>	\$6,930	N/A	\$2,500 (\$2.16 per hr)	\$6,900 (\$5.97 per hr)	N/A	\$80	\$540	N/A
<b>22567VIC Certificate I in Transition Education - Current</b>	\$14,210	\$0	\$0	N/A	N/A	N/A	N/A	N/A
<b>HLTHPS006 - Assist clients with medication (Release 2) - Current</b>	N/A	N/A	N/A	\$450	N/A	N/A	N/A	N/A
<b>22530VIC Course in Identifying, Reporting and Preventing Abuse and/or Grooming of People with Disabilities - Current</b>	\$552.50	N/A	\$59	\$375	N/A	N/A	\$300	N/A
<b>22558VIC Course in Supporting People with Disability to use Medications - Current</b>	\$552.50	N/A	\$59	\$375	N/A	N/A	\$300	N/A
<b>HLTSS00064 Infection control Skill Set (Release 1) - Current</b>	\$406.25	N/A	\$0	\$289	\$0	N/A	\$300	N/A

*\*Student tuition fees as published are subject to change given individual circumstances at enrolment. Unless otherwise stated, all courses are 'current' as published on the National Register.*

*\*Payment plan options for HLT54115 Diploma of Nursing available on request. Refer to HLT54115 Diploma of Nursing Payment Plan Information Sheet.*

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### Skills First Program Entitlement

To be eligible for a Skills First Program training subsidy you must be an Australian citizen, a holder of a permanent visa or a New Zealand citizen and must be undertaking a higher-level course than that already held (exceptions apply). An individual is only eligible to:

- Commence a maximum of two (2) subsidised courses in a calendar year;
- Undertake a maximum of two (2) subsidised courses at any one time; and
- Commence a maximum of two (2) subsidised courses at the same level within the AQF in their lifetime

Accessing your Skills First Program entitlement may impact your future eligibility for further government subsidised training. Individual eligibility for the Skills First Program is assessed by a Course Advisor prior to enrolment. The Skills First Program is delivered with Victorian and Commonwealth Government funding.

### Concession Rates

Concession rates apply only to Certificate IV level courses and below. To be eligible for the concession rate you must be eligible for a government subsidised training place and at course commencement, you must hold a current and valid Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Gold Card.

### Fee for Service

Fee for service rates apply to those applicants who do not meet the Skills First Program eligibility criteria.

### Payment Terms

Payment in full prior to commencement – if course fees are paid in full prior to Course commencement a 10% discount will be applied.

Payment Agreements are available to students through Debitsuccess, Contract information is provided at time of enrolment. Debitsuccess is not available for HLTHPS006 Assist clients with medication. See fee options below for this unit.

### HLTHPS006 Assist clients with medication

Course Fee Options:

**Option 1:** Payment in full on enrolment (10% Discount)      \$450

**Option 2:** Payment of deposit on enrolment      \$150

    2<sup>nd</sup> Payment prior to placement      \$150

    3<sup>rd</sup> Payment prior to certificate issue      \$150

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### Refund Policy (excluding HLT54115 Diploma of Nursing)

Students who provide EmployEase with written notification of their withdrawal from a course within 4 weeks of their **Course Start Date** as stated in their **Training Plan** will be eligible to receive a refund. Refunds are calculated as follows:

- Written notification received within a period of no less than 3 working days prior to the **Course Start Date** = full refund minus \$80 and any **Debitsuccess contract** fees, if applicable.
- Written notification received **less than** 3 working days, or **within** 28 days of student **Course Start Date** = full Refund minus \$1000 and any **Debitsuccess contract** fees, if applicable.
- Written notification received **more** than 28 days from student **Course Start Date** = no refund

Please note – Payment Agreements continue after course withdrawal. Students on a payment agreement who withdraw from a course **within** 28 days from student **Course Start Date** are eligible for early termination of the payment agreement. Terminations are calculated in accordance with the terms above.

### Refund Policy – HLT54115 Diploma of Nursing

Students who provide EmployEase with written notification of their withdrawal from a course within 4 weeks of their **Course Start Date** as stated in their **Training Plan** will be eligible to receive a refund. Refunds are calculated as follows:

- Written notification received in writing within a period of no **less than** 3 working days prior to the **Course Start Date** = full refund minus \$4,000
- Written notification received **less than** 3 working days, or **within** 28 days of student **Course Start Date** = full refund minus \$8000
- Written notification received **more** than 28 days from student **Course Start Date** = no refund

### Initial Holding Deposit – HLT54115 Diploma of Nursing

Candidates who progress to the panel interview stage are required to pay a holding deposit of \$250.00. The holding deposit is refundable if the candidate is not offered a position in the course. However, the holding deposit is not refundable if the student chooses not to accept the position following receipt of a Letter of Offer or withdraws their application prior to a Letter of Offer being made.

### Fee Protection

EmployEase holds an unconditional financial guarantee (Bank Guarantee) from the HSBC bank, for the total amount of prepaid fees held by us in excess of the \$1,500 prepaid threshold per learner for services to be provided by EmployEase to those learners.

### Cancellation of a Course

Should a course be cancelled by EmployEase prior to commencement, all fees paid will be automatically refunded, unless the student chooses to transfer to another EmployEase course. No additional costs will be incurred. Should EmployEase cancel a course after course commencement, every reasonable step will be taken to support students to complete their training with another EmployEase group without financial disadvantage. Discretion may be applied as deemed reasonable by EmployEase. Should EmployEase be advised to transfer continuing students to another RTO, EmployEase would seek guidance from ASQA and would, through established professional networks with ACPET secure training places with reputable RTOs.

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### **Course Outline**

EmployEase is responsible for the quality of training and assessment in compliance with the Standards for RTOs 2015. For course specific information including delivery methods, course duration, locations and work placement requirements please refer to the Course Outline. Course Outlines are located in the Information Session Pack and on the EmployEase website at [www.employease.com.au](http://www.employease.com.au)

### **Certificates and Statements of Attainment**

EmployEase is responsible for the issuance of AQF certification documentation. Certificates are issued to students who successfully complete all aspects of their training. Certificates and Statements of Attainment are issued within 30 business days of the final competency being recorded. Replacement certificates and Statements of Attainment are available upon request, reprints will incur a charge of \$33.00 (incl.GST) each.

### **Complaints and Appeals**

EmployEase Complaints and Appeals Policy and Procedure is available on the EmployEase website [www.employease.com.au](http://www.employease.com.au)

### **Student Handbook, Student Information Handbook – HLT54115 Diploma of Nursing**

A copy of the Student Handbook and Student Information Handbook – HLT54115 Diploma of Nursing are available on the EmployEase website [www.employease.com.au](http://www.employease.com.au)

## Individual Fee Quotation – Student Copy

<b>Student Name:</b>							
<b>Course (Tick v)</b>		<input type="checkbox"/> <b>CHC33015- Certificate III in Individual Support (Ageing, Home and Community) (Release 4) - Current</b>	<input type="checkbox"/> <b>HLT33115- Certificate III in Health Services Assistance (Release 4) - Current</b>	<input type="checkbox"/> <b>CHC43415- Certificate IV in Leisure and Health (Release 2) - Current</b>	<input type="checkbox"/> <b>CHC43115- Certificate IV in Disability (Release 2) - Current</b>	<input type="checkbox"/> <b>HLT54115 - Diploma of Nursing (Release 1) - Current</b>	<input type="checkbox"/> <b>CHC62015- Advanced Diploma of Community Sector Management (Release 2) - Current</b>
<b>Tuition Fee Quoted</b>	<b>A</b>	\$550.00	\$300.00	\$500.00	\$550.00	N/A	N/A
	<b>B</b>	\$2750.00	\$1500.00	\$2500.00	\$2750.00	\$12,500.00	\$2500.00
	<b>C</b>	\$3900.00	\$3400.00	\$4000.00	\$3900.00	\$27,500.00	\$6900.00
<b>JobTrainer</b>		\$550.00	\$300.00	\$500.00	\$550.00	\$5,500.00	N/A
<b>Fee Waiver Entitlement</b> (as set out in Clause 2.3 of the 2021 Guidelines About Fees)							
<b>Resources</b>		N/A	N/A	N/A	N/A	<b>\$750.00</b>	N/A
<b>RPL Fee</b> (If Applicable)		\$	\$	\$	\$	\$	\$
<b>CT Fee</b> (If Applicable)		\$	\$	\$	\$	\$	\$
<b>Total Tuition Fee</b>		\$	(Including discount if applicable) <b>Payment in full prior to Commencement</b> -If course fees are paid in full prior to Course commencement a 10% discount will be applied.				
<b>Payment Agreement Set up Fees</b> (If applicable)							
<b>Administration Fee</b>		\$80.00	(payable to EmployEase)				
<b>Debitsuccess Administration Fee</b>		\$12.00	(processed with first payment instalment)				
<b>Total Payment Agreement Set up Fee</b>		<b>\$92.00</b>	<b>*Payment Agreements with Debitsuccess are available to approved applicants. 4.4% Surcharge applies. Refer to Debitsuccess Contract for Weekly/Fortnightly Instalment Amounts and Contract Terms and Conditions.</b>				
<b>Total Fee Payable: \$</b>			<b>Student Signature:</b>			<b>Date:</b>	

**Note:** Please refer to additional course information, including Course Outline contained in your enrolment pack.

## Individual Fee Quotation – Student Copy

<b>Student Name:</b>							
<b>Course (Tick v)</b>		<b>Zoom Delivery</b> <input type="checkbox"/> CHC33015- Certificate III in Individual Support (Ageing, Home and Community) (Release 4) - Current	<b>Zoom Delivery</b> <input type="checkbox"/> CHC43115- Certificate IV in Disability (Release 2) - Current	<b>22567VIC Certificate I in Transition Education - Current</b>	<b>22530VIC Course in Identifying, Reporting and Preventing Abuse and/or Grooming of People with Disabilities - Current</b>	<b>22558VIC Course in Supporting People with Disability to use Medications - Current</b>	<b>HLTSS00064 Infection control Skill Set (Release 1) - Current</b>
<b>Tuition Fee Quoted</b>	<b>A</b>	\$299	\$299	\$0	N/A	N/A	N/A
	<b>B</b>	\$1495	\$1495	\$0	\$59.00	\$59.00	\$0
	<b>C</b>	\$2995	\$2995	N/A	\$375.00	\$375.00	\$289
<b>JobTrainer</b>		\$299	\$299	N/A	N/A	N/A	\$ 0
<b>Fee Waiver Entitlement</b> (as set out in Clause 2.3 of the 2021 Guidelines About Fees)							
<b>Resources</b>					N/A	N/A	N/A
<b>RPL Fee</b> (If Applicable)					\$	\$	\$
<b>CT Fee</b> (If Applicable)					\$	\$	\$
<b>Total Tuition Fee</b>		\$	(Including discount if applicable) <b>Payment in full prior to Commencement.</b>				
<b>Total Fee Payable: \$</b>	<b>Student Signature:</b>			<b>Date:</b>			

**Note:** Please refer to additional course information, including Course Outline contained in your enrolment pack.

## Individual Fee Quotation

<b>Student Name:</b>							
<b>Course (Tick v)</b>		<input type="checkbox"/> <b>CHC33015- Certificate III in Individual Support (Ageing, Home and Community) (Release 4) - Current</b>	<input type="checkbox"/> <b>HLT33115- Certificate III in Health Services Assistance (Release 4) - Current</b>	<input type="checkbox"/> <b>CHC43415- Certificate IV in Leisure and Health (Release 2) - Current</b>	<input type="checkbox"/> <b>CHC43115- Certificate IV in Disability (Release 2) - Current</b>	<input type="checkbox"/> <b>HLT54115 - Diploma of Nursing (Release 1) - Current</b>	<input type="checkbox"/> <b>CHC62015- Advanced Diploma of Community Sector Management (Release 2) - Current</b>
<b>Tuition Fee Quoted</b>	<b>A</b>	\$550.00	\$300.00	\$500.00	\$550.00	N/A	N/A
	<b>B</b>	\$2750.00	\$1500.00	\$2500.00	\$2750.00	\$12,500.00	\$2500.00
	<b>C</b>	\$3900.00	\$3400.00	\$4000.00	\$3900.00	\$27,500.00	\$6900.00
<b>JobTrainer</b>		\$550.00	\$300.00	\$500.00	\$550.00	\$5,500.00	N/A
<b>Fee Waiver Entitlement</b> (as set out in Clause 2.3 of the 2021 Guidelines About Fees)							
<b>Resources</b>		N/A	N/A	N/A	N/A	<b>\$750.00</b>	N/A
<b>RPL Fee</b> (If Applicable)		\$	\$	\$	\$	\$	\$
<b>CT Fee</b> (If Applicable)		\$	\$	\$	\$	\$	\$
<b>Total Tuition Fee</b>		\$	(Including discount if applicable) <b>Payment in full prior to Commencement</b> -If course fees are paid in full prior to Course commencement a 10% discount will be applied.				
<b>Payment Agreement Set up Fees</b> (If applicable)							
<b>Administration Fee</b>		\$80.00	(payable to EmployEase)				
<b>Debitsuccess Administration Fee</b>		\$12.00	(processed with first payment instalment)				
<b>Total Payment Agreement Set up Fee</b>		<b>\$92.00</b>	<b>*Payment Agreements with Debitsuccess are available to approved applicants. 4.4% Surcharge applies. Refer to Debitsuccess Contract for Weekly/Fortnightly Instalment Amounts and Contract Terms and Conditions.</b>				
<b>Total Fee Payable: \$</b>			<b>Student Signature:</b>			<b>Date:</b>	

**Note:** Please refer to additional course information, including Course Outline contained in your enrolment pack.



## Individual Fee Quotation

<b>Student Name:</b>							
<b>Course (Tick v)</b>	<input type="checkbox"/> Zoom Delivery CHC33015- Certificate III in Individual Support (Ageing, Home and Community) (Release 4) - Current	<input type="checkbox"/> Zoom Delivery CHC43115- Certificate IV in Disability (Release 2) - Current	22567VIC Certificate I in Transition Education - Current	22530VIC Course in Identifying, Reporting and Preventing Abuse and/or Grooming of People with Disabilities - Current	22558VIC Course in Supporting People with Disability to use Medications - Current	HLTSS00064 Infection control Skill Set (Release 1) - Current	
<b>Tuition Fee Quoted</b>	<b>A</b>	\$299	\$299	\$0	N/A	N/A	N/A
	<b>B</b>	\$1495	\$1495	\$0	\$59.00	\$59.00	\$0
	<b>C</b>	\$2995	\$2995	N/A	\$375.00	\$375.00	\$289
<b>JobTrainer</b>	\$299	\$299	N/A	N/A	N/A	N/A	\$ 0
<b>Fee Waiver Entitlement</b> (as set out in Clause 2.3 of the 2021 Guidelines About Fees)							
<b>Resources</b>				N/A	N/A	N/A	N/A
<b>RPL Fee</b> (If Applicable)					\$	\$	\$
<b>CT Fee</b> (If Applicable)					\$	\$	\$
<b>Total Tuition Fee</b>		\$	(Including discount if applicable) <b>Payment in full prior to Commencement.</b>				
<b>Total Fee Payable: \$</b>	<b>Student Signature:</b>			<b>Date:</b>			

**Note:** Please refer to additional course information, including Course Outline contained in your enrolment pack.