

## Statement of Fees – 2022 (TOID 6832)

|  | Government Contribution<br>(approximate how much the Government Pays) | Student Contribution (How much the Student Pays)      |  |                               |  |                                      |                              |                          |
|--|---|---|--|-------------------------------|--|--------------------------------------|------------------------------|--------------------------|
|  |   | Tuition Fees  |  |                               |  | Additional Course Fees (as relevant) |                              |                          |
|  |   | A<br>Concession<br>(Funded – Skills<br>First Program) | B<br>Non- Concession<br>(Funded – Skills<br>First Program) | C<br>Fee for Service<br>(FFS) | JobTrainer<br>Concession<br>(Funded – Skills<br>First Program) | Administration<br>Fee (deposit)      | RPL Assessment<br>(Per Unit) | Resources<br>(Incl. GST) |
| <b>CHC33015</b><br><b>Certificate III in Individual Support</b><br><b>(Ageing, Home and Community)</b>                               | \$5,687.50  | \$550<br>(\$0.85 per hr)                              | \$2,750<br>(\$4.23 per hr)                                 | \$3,900<br>(\$6.00 per hr)    | \$550<br>(\$0.85 per hr)                                       | \$80                                 | \$300                        | N/A                      |
| <b>Zoom Delivery Model</b><br><b>CHC33015</b><br><b>Certificate III in Individual Support</b><br><b>(Ageing, Home and Community)</b> | \$5,687.50  | \$299<br>(\$0.46 per hr)                              | \$1,495<br>(\$2.30 per hr)                                 | \$2,995<br>(\$4.60 per hr)    | \$299<br>(\$0.46 per hr)                                       | \$80                                 | \$300                        | N/A                      |
| <b>HLT33115</b><br><b>Certificate III in Health Services</b><br><b>Assistance</b>  | \$5,125   | \$300<br>(0.60 per hr)                                | \$1,500<br>(\$3.00 per hr)                                 | \$3,400<br>(\$6.80 per hr)    | \$300<br>(0.60 per hr)   | \$80                                 | \$300                        | N/A                      |
| <b>CHC43115</b><br><b>Certificate IV in Disability</b>   | \$6,742.50  | \$550<br>(\$0.59 per hr)                              | \$2,750<br>(\$2.96 per hr)                                 | \$3,900<br>(\$4.19 per hr)    | \$550<br>(\$0.59 per hr)                                       | \$80                                 | \$280                        | N/A                      |
| <b>Zoom Delivery Model</b><br><b>CHC43115</b><br><b>Certificate IV in Disability</b>   | \$6,742.50  | \$299<br>(\$0.32 per hr)                              | \$1,495<br>(\$1.60 per hr)                                 | \$2,995<br>(\$3.22 per hr)    | \$299<br>(\$0.32 per hr)                                       | \$80                                 | \$280                        | N/A                      |
| <b>CHC43415</b><br><b>Certificate IV in Leisure and Health</b>   | \$7,576.25  | \$500<br>(\$0.48 per hr)                              | \$2,500<br>(\$2.36 per hr)                                 | \$4,000<br>(\$3.83 per hr)    | \$500<br>(\$0.48 per hr)                                       | \$80                                 | \$235                        | N/A                      |
| <b>CHC62015</b><br><b>Advanced Diploma of Community Sector</b><br><b>Management</b>  | \$7,218.75  | N/A   | \$2,500<br>(\$2.16 per hr)                                 | \$6,900<br>(\$5.97 per hr)    | N/A  | \$80                                 | \$540                        | N/A                      |
| <b>HLT54115</b><br><b>Diploma of Nursing</b>   | \$16,409.25   | N/A   | \$12,500<br>(\$7.42 per hr)                                | \$27,500<br>(\$16.33 per hr)  | \$5,500<br>(\$3.27 per hr)                                     | N/A                                  | \$1,100                      | \$750                    |
| <b>22567VIC</b><br><b>Certificate I in Transition Education</b>  | \$14,321.25   | N/A   | N/A  | N/A                           | N/A  | N/A                                  | N/A                          | N/A                      |
| <b>22481VIC</b><br><b>Certificate II in Work Education</b>   | \$9,476.25  | N/A   | N/A  | N/A                           | N/A  | N/A                                  | N/A                          | N/A                      |

|  | Government Contribution<br>(approximate how much the Government Pays) | Student Contribution (How much the Student Pays)   |   |                               |   |                                      |                              |                          |
|--|---|--|---|-------------------------------|---|--------------------------------------|------------------------------|--------------------------|
|  |   | Tuition Fees                                       |   |                               |   | Additional Course Fees (as relevant) |                              |                          |
|  |   | A<br>Concession<br>(Funded – Skills First Program) | B<br>Non- Concession<br>(Funded – Skills First Program) | C<br>Fee for Service<br>(FFS) | JobTrainer<br>Concession<br>(Funded – Skills First Program) | Administration<br>Fee (deposit)      | RPL Assessment<br>(Per Unit) | Resources<br>(Incl. GST) |
| SKILL SETS   |   |  |   |                               |   |                                      |                              |                          |
| CHCSS00070<br>Assist Clients with Medication Skill Set                     | \$1,087.50  | N/A  | \$59<br>(\$0.39 per hr)                                 | \$585<br>(\$3.9 per hr)       | N/A   | N/A                                  | N/A                          | N/A                      |
| CHCSS00114<br>Entry into Care Roles Skill Set                              | \$700.00  | N/A  | \$59<br>(0.74 per hr)                                   | \$585<br>(\$7.32 per hr)      | N/A   | N/A                                  | N/A                          | N/A                      |
| 22558VIC<br>Course in Supporting People with Disability to use Medications | \$568.75  | N/A  | \$59<br>(\$0.91 per hr)                                 | \$375<br>(\$5.77 per hr)      | N/A   | N/A                                  | \$300                        | N/A                      |
| HLTSS00064<br>Infection control Skill Set                                  | N/A   | N/A  | N/A   | \$450<br>(\$18.0 per hr)      | N/A   | N/A                                  | \$300                        | N/A                      |

Eligibility criteria apply. 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.

### Skills First Program Entitlement

To be eligible for a Skills First Program training subsidy an individual 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 may apply). An individual is 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 the Skills First Program entitlement may impact individual's 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 an individual must be eligible for a government subsidised training place and at course commencement, 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

Once the deposit amount of \$80 is paid, it will be deducted from the total course fee if the course is deemed suitable and enrolment is accepted.

If course fees are paid in full prior to course commencement a 10% discount will be applied.

Payment Plan is available via a third party, *DebitSuccess Pty Ltd*. The exact fees and charges for a Payment Plan will be set out in your contract. Examples of fees and charges that apply under the contract include:

- A non-refundable, one-off administration fee of \$12.00 (payable with your first instalment)
- 4.4%\* surcharge for each direct debit (based on amount of payment plan)
- A reversal fee of \$14.95 for each failed direct debit

**NOTE:** Discount and/or Payment Plan **do not** apply to Qualifications and Skill Sets if the course fee is \$299 or less.

## Course fee option for 'HLTSS00064 Infection control Skill Set'

|  |       |
|--|-------|
| <b>Option 1:</b> Payment in full on enrolment (10% Discount) | \$405 |
| <b>Option 2:</b> 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 |

## 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 **Payment Plan Agreement Contract** fees, if applicable.
- Written notification received **less than 3** working days, or **within 28** days of Course Start Date = full Refund minus \$1000 and any **Payment Plan Agreement Contract** fees, if applicable.
- Written notification received **more** than 28 days from Course Start Date = no refund

## 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 within a period of no less than 3 working days prior to the Course Start Date = full refund minus \$1,000 and any **Payment Plan Agreement Contract** fees, if applicable.
- Written notification received less than 3 working days, or within 28 days of Course Start Date = full refund minus \$2,200 and any **Payment Plan Agreement Contract** fees, if applicable.
- Written notification received more than 28 days from Course Start Date = no refund

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### **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 non-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.

### **Payment Plan Agreement**

Payment Plan Agreement continues after course withdrawal. Students on a payment agreement who withdraw from a course within 28 days from the Course Start Date are eligible for early termination of the payment agreement. Terminations are calculated in accordance with the terms above.

### **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.

### **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 available 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)