

Statement of Fees

Current as at 24 February, 2016.

This Statement of Fees must be read in combination with the relevant Training Plan applicable to the qualification being undertaken.

The Training Plan and accompanying documents, outline the units contained in the course, the model of training and assessment, duration, dates (if applicable) and location(s) of training.

As this document is also available on the NWT website please follow the links to the course information to complete your enquiry

Course Code	Course Title	Approx. number of enrolled hours per course	Delivery Mode W.P./CL	2015 Fee for Service	2015 SVTS Fee rate per enrolled hour	2015 Government Subsidised Student Fees* From 1 July 2015		Book and/or Materials Fee (incl. GST)
						Non-Concession Fee	Concession Fee	
BSB20115	Certificate II in Business	410	W.P. & CL	\$3250.00	\$1.50	\$350.00	\$70.00	\$200.00
BSB30415	Certificate III in Business Administration	550	W.P. & CL	\$3,350.00	\$1.05	\$350.00	\$70.00	\$180.00
BSB30215	Certificate III in Customer Engagement	520	W.P. & CL	\$3,350.00	\$1.50	\$350.00	\$70.00	\$250.00
BSB40315	Certificate IV in Customer Engagement	680	W.P. & CL	\$3,850.00	\$3.00	\$400.00	\$80.00	\$250.00
BSB40515	Certificate IV in Business Administration	320	W.P. & CL	\$4,000.00	\$2.10	\$550.00	\$110.00	\$250.00
BSB42015	Certificate IV in Leadership and Management	490	W.P. & CL	\$3,850.00	\$5.00	\$400.00	\$80.00	\$250.00
BSB51107	Diploma of Management	510	W.P. & CL	\$4,250.00	\$1.50	\$450.00	\$90.00	\$350.00
FD20111	Certificate II in Food Processing	500	W.P. & CL	\$3,250	\$5.00	\$350	\$70	\$300.00
FD20510	Certificate II in Retail Baking Assistance	540	W.P. & CL	\$3,250.00	8.00	\$350.00	\$70.00	\$350.00
FD30111	Certificate III in Food Processing	750	W.P. & CL	\$3,500.00	\$6.30	\$375.00	\$75.00	\$300.00
FD30710	Certificate III in Retail Bakery (Combined)	1010	W.P. & CL	\$3,750.00	\$10.50	\$375.00	\$75.00	\$350.00
HLT21212	Certificate II in Health Support Services	305	W.P. & CL	\$3,250.00	\$7.00	\$350.00	\$70.00	\$180.00

Statement of Fees

HLT32812	Certificate III in Health Support Services	345	W.P.& CL	\$3,350.00	\$7.00	\$350.00	\$70.00	\$200.00
SIR10112	Certificate I in Retail Services	155	W.P.& CL	\$3,150.00	\$1.50	\$350.00	\$70.00	\$170.00
SIR20212	Certificate II in Retail Services	405	W.P.& CL	\$3,250.00	\$1.50	\$350.00	\$70.00	\$180.00
SIR30312	Certificate III in Retail Supervision	350	W.P.& CL	\$3,350.00	\$4.00	\$350.00	\$70.00	\$200.00
SIR30212	Certificate III in Retail Operations	405	W.P.& CL	\$3,350.00	\$1.50	\$350.00	\$70.00	\$180.00
SIR40212	Certificate IV in Retail Management	465	W.P.& CL	\$3,500.00	\$4.00	\$375.00	\$75.00	\$250.00
SIT20213	Certificate II in Hospitality	325	W.P.& CL	\$3,250.00	\$1.50	\$350.00	\$70.00	\$200.00
SIT30713	Certificate III in Hospitality	552	W.P.& CL	\$3,350.00	\$1.50	\$350.00	\$70.00	\$200.00
SIT30813	Certificate III in Hospitality (Commercial Cookery)	899	W.P.& CL	\$3,500.00	\$11.00	\$350.00	\$70.00	\$300.00
SIT40313	Certificate IV in Hospitality	943	W.P.& CL	\$4,000.00	3.00	\$550.00	\$110.00	\$250.00
TLI11210	Certificate I in Warehousing Operations	230	W.P.& CL	\$3,150.00	\$5.00	\$350.00	\$70.00	\$170.00
TLI21610	Certificate II in Warehousing Operations	943	W.P.& CL	\$3,250.00	\$3.50	\$350.00	\$70.00	\$180.00
TLI31610	Certificate III in Warehousing Operations	820	W.P.& CL	\$3,500.00	\$3.50	\$350.00	\$70.00	\$200.00
TLI41810	Certificate IV in Warehousing Operations	840	W.P.& CL	\$4,000.00	\$3.50	\$400.00	\$80.00	\$250.00
TLI42010	Certificate IV in Logistics	560	W.P.& CL	\$3750.00	\$4.50	\$350.00	\$70.00	\$300.00

Notes:

* The student tuition fees as published are subject to change given individual circumstances at enrolment

Statement of Fees

Additional Information

Fee for Service - Fee for service rates apply to those students who are not eligible for a government subsidised training place.

Government Subsidised Training

To be eligible for a government subsidised training place you must be an Australian citizen or permanent resident, or a New Zealand citizen and must be undertaking a higher level course than that already held or be under 20 years of age as at 1 January 2016.

Students who are eligible for a government subsidised training place under the Victorian Training Guarantee may be eligible to enrol in and commence a maximum of two government subsidised courses in 2016. Eligibility for a government subsidised training place under the Victorian Training Guarantee will be assessed by NWT during the enrolment process.

Concession Rates for Government Subsidised Training

Concession rates may be applicable for eligible government subsidised students who:

- Hold a current Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Gold Card; or
- Self-identify as being of Aboriginal or Torres Strait Islander descent; or
- Have been referred to training under the *Single and Teenage Parents Training Initiative* (Certificates II to IV only).

Concession rates apply to Certificate IV level courses and below. Full fee waivers may apply to eligible individuals. Information is provided on request.

Course Materials

Retained course items materials fees are for items provided to you, which are bought or leased and become your property after the course is finished. They attract GST. Materials fees are charged per course and cover materials used in the course plus some items that you are issued and keep after the course.

Book Fees

Book fees are listed in the table above and are payable prior to the commencement of training. Students may purchase their own resources providing those resources are identical to those listed in the book list for each qualification.

Student Fees

Fees are calculated for each student independently based on a number of factors including eligibility for government subsidised training, nominal hours enrolled, RPL/credit transfer hours, previous fees paid and eligibility for concessions. Total fees due prior to the commencement of training will not exceed \$1,000.00 for individual enrolments. Where total fees exceed \$1,000.00, fees will be payable in instalments as per a Training Program Agreement. Each instalment will not exceed \$1,500.00. Fees quoted are applicable for training services provided in the current calendar year – further fees will be payable for training services scheduled to continue into future calendar years and these will be levied in accordance with relevant guidelines (if applicable). Student fees are subject to change given individual circumstances at enrolment.

Concession fees are calculated at 20% of the Non-Concession Fee

Statement of Fees

Fees for Recognition of Prior Learning, Credit Transfer and National Recognition

If you wish to apply for Recognition of Prior Learning (RPL), tuition fees payable will be 60% (of the unit price). No fees are payable for a unit where a Credit Transfer or National Recognition is granted.

Additional Fees

Additional fees that may be charged by NWT include:

Additional copies of Certificates/Statements of Attainment	\$12.00 per certificate
Re-assessment fee (FFS only)	\$75.00 per unit
Replacement books/resources	Cost recovery only
Session cancellation fee/non-attendance fee (less than 72 hours' notice)	\$150.00 per student per session.

Refunds

- A full refund of student fees paid if a student withdraws prior to the commencement of training.
- Student fees are non-refundable after the commencement of training.
- Student fees are non-refundable once they become due as per each individual invoice and/or Training Program Agreement or once training has been provided (whichever comes first).
- Book fees and all other non-tuition fees are non-refundable.
- Refunds will also be paid in the following circumstances:
 - i. A full refund of student fees paid and all other fees paid will be refunded if a course is cancelled by NWT prior to a student's commencement
 - ii. A pro-rata refund of student fees paid will be paid in the unlikely event of NWT's closure or a mid-course cancellation. This will be calculated based on the proportion of training not provided or scheduled. (In these circumstances, refunds will not be paid for students who have missed scheduled training sessions or where the cancellation date is after the final proposed assessment date.)
- NWT intends to be fair and reasonable in the application of refunds and may apply additional discretionary refunds in exceptional circumstances.
- To apply for a refund, students and/or employers should submit a request in writing to NWT within 14 days of a student's withdrawal.

Training programs are delivered with Victorian and Commonwealth Government funding. Please speak to your NWT representative to discuss eligibility and the different funding sources that may be available. People with a disability and those with specific cultural or learning requirements are encouraged to apply for all NWT Training Programs.