

## Schedule of Fees and Charges

Maritime & Industry Workplace Training (MIWT) is a Registered Training Organisation (Code 41232) and operates in accordance with applicable legislation and the Standards for NVR Registered Training Organisations.

MIWT is entitled to charge fees for services provided to candidate undertaking a course of study. These fees are for items such as course materials, administrative support, candidate services and training and assessment services. We review our fees schedule regularly and endeavour to keep the cost of training competitive in the market place.

### Course Fees

Fees are payable when you receive your enrolment pack and invoice for the enrolment fee. Fees are payable within 14 days upon receiving the invoice from MIWT.

### Payment method

MIWT accepts payment for fees using:

1. Electronic Funds Transfer (account details available on request)
2. Cheque (made payable to MIWT)
3. Cash Payment.

### **Fees & Statement of Attainments**

**Providing all agreed fees the candidate owes to the RTO have been paid in full an AQF Statement of Attainment is to be issued to a candidate within 30 calendar days of the learner being assessed as meeting the requirements of the training unit.**

### ***Fees Paid in Advance***

### **Cancellation / Refunds**

#### ***More than 3 working days from course commencement***

In the event of a cancellation MIWT will refund the fees paid in full if MIWT is advised

in writing of a cancellation more than 3 working days prior to course commencement.

#### ***3 working days or less from course commencement.***

In the event of a notification of a cancellation 3 working days or less before the commencement date fees paid will not be refunded. MIWT cannot accept responsibility for changes to work commitments or personal circumstances within this 3 working day period.

### **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.

### ***Non Attendance (No Show)***

If a candidate fails to attend training, training fees will not be refunded or allocated to another program.

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

Yes - MIWT has a responsibility to protect the fees paid by candidate. To meet this need, MIWT will only accept an initial payment of no more than \$1,500 from each candidate prior to the commencement of their course. The subsequent payments are based on the costs of the 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?**

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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

MIWT reserves the right to amend the conditions of the candidate's enrolment at any time. If amendments are made that effect the Candidate's enrolment the candidate will be informed 7 days prior to changes taking effect.

### Our Guarantee to Clients

If for any reason MIWT is unable to fulfil its service agreement with candidates, MIWT must issue a full refund for any services not provided. The basis for determining "services not provided" is to be based on the units of competency completed by the candidates and which can be issued in a

statement of attainment at the time the service is terminated.

### Statutory cooling off period

Unsolicited consumer Agreements

Salespeople who make unsolicited contact with consumers in order to sell them goods or services must comply with:

- limited hours for contact with consumers
- disclosure requirements when making an agreement
- criteria for the sales agreement, including that it must be in writing
- restrictions on supplying services, supplying goods above a certain value and
- on requesting payment during the cooling-off period.

Consumers have 10 business days to change their mind and cancel the contract (cool off).

They can also cancel the contract within three or six months if the supplier has not met certain obligations.

[http://www.consumerlaw.gov.au/content/Content.aspx?doc=the\\_acl.htm](http://www.consumerlaw.gov.au/content/Content.aspx?doc=the_acl.htm)

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Please refer to the “Candidate Handbook” for further information on all candidate rights and obligations.

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### Training Programs

|   |                 |
|---|-----------------|
| <b>HLTAID001 Provide cardiopulmonary resuscitation</b><br>Invoiced on enrolment | <b>\$87.50</b>  |
| <b>UETDRRF06B Perform rescue from a live LV panel</b><br>Invoiced on enrolment  | <b>\$87.50</b>  |
| <b>RIIWHS202D Enter and work in confined spaces</b><br>Invoiced on enrolment    | <b>\$180.00</b> |
| <b>RIIWHS204D Work safely at heights</b><br>Invoiced on enrolment               | <b>\$180.00</b> |

### Note.

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.

### Miscellaneous Charges

|   |                       |
|---|-----------------------|
| Re-issuing a statement of attainment  | \$15.00 (Incl. GST)   |
| Replacement of issued learning/reference workbook (per workbook)  | \$10.00 (Incl. GST)   |
| Re-assessment fee   | \$180.00 (GST exempt) |
| <b>Note:</b> Candidates 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 candidate chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the candidate for the re-assessment. |                       |