

FEES AND CHARGES POLICY

The intent of this policy is to provide information to potential and existing clients about Axiom College's fees and charges payable for a range of services offered by Axiom College.

Clients must read and understand the Fees and Charges Policy and Refund Policy that apply to them before completing the Enrolment Form (including online) and/or Payment Agreement.

Clients must agree to the course fees and charges for their particular course prior to enrolment.

The fees and charges applicable to courses and qualifications will be available to clients in various ways, depending on the method of enquiry or contact. The methods of accessing the fees and charges include the website, marketing material, Traineeship Information Kit (for tuition fees), sales proposal, or the Payment Plan as negotiated for customised training.

Where individuals are required to pay fees, then Axiom College must provide fee information prior to the enrolment or commencement of training /assessment (whichever is earliest) about

1. All fees payable to the College
2. How and when fees must be paid
3. How to request a refund and
4. Conditions under which a refund would be provided.

General information regarding refunds is provided at the end of this document. For complete details refer to the Refunds Policy

General Fee Information

Fees information for courses and qualifications is commonly accessible from:

- <http://www.axiomcollege.com.au/>
- Public Training Schedule
- Promotional fliers and advertisements
- Axiom College Training Consultant

Course Fees

Course Fees payable are outlined in the Course Enrolment process (including online) or in the Axiom College Payment Agreement, whichever is applicable to the course enrolment.

Fees payable under a Payment Agreement are payable under instalments according to the due date and taking into account any special instructions.

Axiom College will not accept payment of more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, Axiom may require payment of additional fees in advance from the student, but only such that, at any given time, the total amount required to be paid

which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500.

PAYMENT OF FEES

Short Courses

Fees payable for Short Courses (including online) must be paid in full prior to course commencement. Short courses include accredited and non-accredited training.

Payment may be made by cash, cheque, direct bank transfer, credit card or EFTPOS. A surcharge may apply to credit cards which will be disclosed prior to enrolment or on the invoice.

Payments for invoices must be made within seven (7) days from the date of Invoice, or as per supplier agreement. A receipt will be provided upon payment clearance on request.

QUALIFICATIONS - TRAINEESHIPS

Fees information for Government funded Traineeships is accessible from:

- Axiom College Training Consultant
- Payment Agreement

User Choice - Tuition Fees

Axiom College charges Tuition fees as directed under the conditions of the current User Choice contract. See the Traineeship Information Kit for details of Tuition Fees

User Choice - Employer Contribution Fees

Employers may be required to pay Employer Contribution fees as per the Payment Agreement.

See the Traineeship Information Kit for details of eligibility and exemptions.

Axiom College charges Employer Contribution fees as directed under the conditions of the current User Choice contract. Employer Contribution fees are applied to Traineeships where their funding priority status dictates the level of public funding supplied by the Government. The Employer Contribution fee is applied to cover the additional costs of training.

An invoice will be issued to the Employer once the Training Contract is registered by the Department having taken into account any exemption which may apply. Fees are required to be paid by the due date.

Refund provisions apply to Employer Contribution fees charged beyond the Tuition fees and Government Contribution, at the time of an enrolment cancellation. Full details of how to apply are in the Refund Policy.

Axiom College reserves the right of refusal to provide services where Employer Contribution fees and any other additional charges associated with the provision of training and assessment services are unpaid despite being advised of the Fees and Charges Policy and Payment Agreement prior to enrolment.

Exemptions - Employer Contributions

Exemptions will be applied to Employer Contributions where the Department has deemed the candidate Priority One (1).

All School-based Traineeships in all qualifications declared as a Traineeship and participants from Priority Population Groups, excluding Priority Four and Unfunded qualifications, will be funded as Priority One (1) and
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receive 100% public funding from the Government..

Priority Population Groups

Priority Population Groups are those declared on the national Apprenticeship/Traineeship Contract, such as individuals of Aboriginal or Torres Strait Islander origin, individuals from a non-English speaking background and individuals with a disability, impairment or long-term condition. Priority Four qualifications are excluded.

Participants who have identified themselves on the Training Contract may be eligible for Priority Population Group One (1) status. The Department determines eligibility when registering the Training Contract. Axiom College will be advised once the Training Contract is registered.

Exemptions of Employer Contributions can only be applied by Axiom College with the endorsement of Priority One (1) status by the Department.

User Choice - Government Contribution Fees

The User Choice program funds nationally recognised, accredited training and assessment services for Apprentices and Trainees. Funding specifically target occupational outcomes and align with skill outcomes required by industry.

Funding Priority determines the level of public funds contributed to training. Funding Priorities include: One (1), Two (2), Three (3), Four (4) and Unfunded.

Funding Priorities and amounts are reviewed on an annual basis.

User Choice - No charges apply to the following

Axiom College does not charge participants fees for the following:

- Student services
- The provision of materials essential to achieving competence
- The development and supply of the Training Plan
- The development and supply of the Training Record Book.

Certificate III Guarantee Program – Student Contribution Fees

Student contribution fees are payable by the student. The amount payable is determined by Axiom College at time of enrolment, and calculated per unit of competency based on the student's Training Plan. An invoice will be issued to the student at time of enrolment for the full qualification.

The amount per unit is payable per unit of competency on completion of that unit of competency.

No fee is payable where a unit is deemed with a "Credit" outcome, or a "Withdrawn" outcome, or where the unit of competency has not been completed at the time of finalisation of the enrolment.

At time of completion of the training program, or withdrawal from the program prior to completion, any units with a "Credit" outcome, or a "Withdrawn" outcome, or have not been completed at time of completion or withdrawal from the qualification will be deducted from the original calculated amount payable.

The reconciled amount payable is due on finalisation of the enrolment.

Students may request a reconciliation of fees due at any time by contacting Axiom College.

Students seeking a credit or refund must apply in writing – refer to the Axiom College Refund Policy for

more information.

Additional Charges

Additional charges may apply for training in Units of Competency, which are beyond those essential for the qualification outcomes. Additional charges apply where the Training Plan has been tailored to the specific needs of the workplace, and results in additional costs of delivery due to workplace customisation or deluxe material charge. Details of any additional charges would be detailed on the Payment Agreement.

QUALIFICATIONS – FEE-FOR-SERVICE

By completing and submitting an Enrolment Form (includes online enrolment) the client is agreeing to pay fees for their training and assessment, as per the Enrolment or Payment Agreement.

An invoice will be issued to the participant or employer as agreed, and all fees are required to be paid by the due date.

Axiom College reserves the right of refusal to provide services where fees, and any other additional charges associated with the provision of training and assessment services are unpaid despite being advised of the Fees and Charges Policy and Payment Agreement prior to enrolment.

Administration Fee

A non-refundable Administration fee is included in the deposit and is payable upon invoice at the time of enrolment. The Administration fee is payable once only at the time of initial enrolment. The Administration fee does not apply to Tuition fees under User Choice. The Administration fee is \$300 for qualifications only. This fee may be subject to change without notice.

Additional Charges

Additional charges apply for training in Units of Competency, which are beyond those essential for the qualification outcomes. Additional charges apply where the Training Plan has been tailored to the specific needs of the workplace, and results in additional costs of delivery due to workplace customisation or deluxe material charge. Details of any additional charges would be detailed on the Payment Agreement.

Costs of text books or recommended reading are at the expense of the participant in some qualifications. Any materials charges will be detailed in the Unit Overview for the course enrolment.

Participants who cancel or withdraw their enrolment may be entitled to a refund, as detailed in the Refund Policy.

Recognition of Prior Learning (RPL)

Costs for RPL services are covered under Fees payable under a normal enrolment into a qualification or Traineeship.

Fees apply to RPL services and assessment-only services under a fee-for-service arrangement where the primary purpose is to recognise prior learning for a qualification. Participants who are unable to provide sufficient evidence of RPL may undertake training for some Units of Competency, and will have proportionate fees advised based on the amount of RPL awarded.

A non-refundable Administration Fee of \$300 applies to RPL applications received for a qualification. This fee is payable with the enrolment prior to any assessment commencing.

Details of fees payable will be detailed in the Payment Agreement and invoiced accordingly. For a current list of fees per qualification, consult with an Axiom College Training Consultant.

Duration of Enrolment

Once an enrolment for a particular course is accepted by Axiom College, that enrolment will remain current for the nominal duration of the course. The nominal completion date of a course is based on the course enrolment date and the nominal duration, which is determined by Axiom College. Enrolments will be automatically cancelled after this date unless a written application for an extension has been made by the student.

Axiom College does not guarantee an extension will be granted and will consider any extenuating circumstances and reasons for which the extension is sought. Applications to extend the enrolment duration must be submitted to the Student Services Centre prior to the effective nominal completion date.

Extensions may incur additional fees to cover the cost of administration.

Certificates and Awards

Where applicable, a Qualification with an attached Statement of Results, or a Statement of Attainment, or a Statement of Participation will be issued on completion of the qualification or course.

Customisation Fees

Additional charges may apply for courses specifically designed, created or customised for a client under a consulting basis. Details of any particular charges would be detailed on the Payment Agreement.

Reissue of Replacement Certificates

Axiom College will charge for the re-issue or for copies of Certificates, Statements of Results, Statements of Attainment or licences. The current prices for the replacement documents are advertised on the Axiom College website.

For the re-issue of an licence application, where approved, conditions may apply as per the relevant Licensing Body's guidelines.

Materials/Courseware Fees

Any materials/courseware provided to the participant under Fee-for-Service Course arrangements are included in the course costs unless otherwise specified in the Enrolment process.

Materials/courseware provided under some programs is for class use only and remain the property of Axiom College. Students may purchase such additional courseware if they choose, if possible.

Materials/Courseware provided under Traineeship arrangements are provided to students on a loan basis, until the relevant Unit/s of Competency are completed, at which time it may be kept by the participant for future reference. Refer to the Traineeship information Kit for details

Replacement costs apply to lost or misplaced materials/courseware. The amount charged for the replacement materials/courseware will be not less than its replacement cost plus handling.

Costs of text books or recommended reading are at the expense of the participant in some qualifications.

Late Payment or Non-payment of Fees

Late payment fees may apply if fees are not received by the due date.

A student is not considered enrolled in the course and therefore not eligible for the issue of the award, until

the required fee is paid. For students enrolled in a Fee-for-Service course, any assessments submitted may not be marked and any final results, statement of attainment or qualification may be withheld until all outstanding fees and charges have been paid in full. For students funded under User Choice, results, statement of attainment or qualification will not be withheld for non-payment of Tuition Fees.

Please note that non-payment of fees and charges may result in the cancellation of an enrolment and referral to external debt recovery agencies.

Management of Pre-Paid Fees

Axiom College operates a separate Refund Account into which fees received from students paid in advance are held until such time as these fees are due and that training has commenced. When these fees are due, they are transferred into the Axiom College trading account.

For all student fees, Axiom College's accounting procedure is to place any pre-paid amounts into the liability refund account until such time as the fees are payable, and the amount is drawn down into the income account. A relevant proportion of fees paid for the course will remain in that account until the course is completed, to ensure pro-rata refunds for eligible students.

The Managing Director has ultimate responsibility for authorising such transfers and draw-downs.

This process follows the requirement of the Standards for Registered Training Organisations 2015 cl 7.3.

CANCELLATIONS AND REFUNDS

Short Courses (Non-accredited)

Clients are required to pay fees for their training as per the Short Course or OnLine Enrolment. For a scheduled class, fees must be paid no later than 5 working days prior to the scheduled class date unless special arrangements have been made and approved by management. By completing and submitting the Short Course Enrolment (includes online enrolment) the client is agreeing to enrol and understands they will be charged the full fee if they cancel within 5 working days, or fail to attend. If the client cancels within 5 working days, or fails to attend a class is unable to attend they may be given the opportunity to reschedule to the next scheduled course.

(b) Short Courses (Accredited)

Clients are required to pay fees for their training as per the Payment Agreement. For a scheduled class, fees must be paid no later than 5 working days prior to the scheduled class date unless special arrangements have been made and approved by management.

By completing and submitting the Short Course Enrolment (includes online enrolment) the client is agreeing to enrol and understands they will be charged the full fee if they cancel within 5 working days, or fail to attend. If the client is unable to attend they may be given the opportunity to reschedule to the next scheduled course.

(c) Qualifications (Accredited)

A student who cancels their enrolment may apply for refund, as per the Refund Policy. A student requiring a refund must apply in writing to the administration officers according the relevant Refund Policy guidelines. Refer to the Refund Policy for details.