

## **SCHEDULE OF FEES AND CHARGES**

### **INTRODUCTION**

Integral Skills is a Registered Training Organisation (RTO Provider Number: 45528) and operates in accordance with applicable legislation and the Standards for Registered Training Organisations 2015. Integral Skills charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services.

### **WHEN AND HOW DO I PAY?**

Fees are payable when a learner enrolls on a course or by agreed arrangement. The initial fee payment must be made prior to commencing training or as per agreed. Integral Skills may discontinue training if fees are not paid in accordance with the agreed fee schedule. All fees must be paid in full before students can be issued with any AQF Certificate relating to their achievements. All participants will be contacted prior to the course regarding payment. Payment methods include direct deposit, cheque or credit card and Pay Pal.

### **CAN I GET A REFUND?**

Any participant who has enrolled and filled out an Enrolment Form for a course and withdraws by giving less than 4 working days' notice, is entitled to a refund of the original payment amount less 20%, as in normal circumstances we are unable to re-fill the position. This fee also covers administration and bank fees.

Any participant who has enrolled and filled out an Enrolment Form for a course and withdraws by giving between 4- 7 working days' notice, is entitled to a refund of the original payment amount less 10% of the course cost, as in normal circumstances we are unable to re-fill the position. This fee also covers administration and bank fees.

Any participant who has enrolled and filled out an Enrolment Form for a course and withdraws by giving more than 7 working days' notice, will not be subject to any charges. The exception is if the payment has been made online via the website, in this instant you are entitled to a refund of the original payment amount less 5%, to cover administration and bank fees.

Participants who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees.

Where a participant has purchased a text or training workbooks and subsequently cancels, Integral Skills will not refund monies for the text.

## **OUR GUARANTEE TO YOU**

If for any reason Integral Skills is unable to fulfil its service agreement with a student, Integral Skills must refund the student's proportion of fees paid for services not yet delivered.

## **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, EFTPOS or Cheque. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

## **ARE MY FEES PROTECTED IN CASE I NEED A REFUND?**

Yes – Integral Skills has a responsibility to protect the fees paid by students. To meet this need, Integral Skills will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. This fee protection arrangement complies with national standards designed to limit the amount paid by a student's in advance of services being delivered.

## **DO I PAY GST IN MY TUITION FEES?**

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**

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

## **RESPONSIBILITY FOR TRAINING QUALITY**

Integral Skills is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

Please refer to the Student Handbook for further information on all student rights and obligations.

## **RECOGNITION OF PRIOR LEARNING FEES**

Fees for Recognition of Prior Learning (RPL) are on individual application based on the unit/s of competency and review of submission.

### COURSE LIST AND FEES 2020

This fee Schedule applies to individually sponsored or self-funded employees.  
 For group or on-site bookings please contact our office for a customised Training Proposal.

Course	Duration	Course Location	Course Fee (per student)
TLILIC0003 Licence to operate forklift truck	3 Days	Orange, Mudgee	\$650
CPCCLDG3001A Licence to perform dogging (DG)	5 Days	Orange, Mudgee	\$1550
TLILIC0005 Licence to operate a boom-type elevating work platform (boom length 11 meters or more) (WP)	3 Days	Orange, Mudgee	\$700
RIIWHS202D Enter and work in confined spaces	1 Day	Orange, Mudgee	\$300
RIIWHS202D Enter and work in confined spaces MSMWHS217 Gas test atmospheres MSMPER200 Work in accordance with an issued permit	2 Day	Orange, Mudgee	\$600
RIIWHS204D Work Safely at Heights	1 Day	Orange, Mudgee	\$300
Yellow Card	½ Day	Orange, Mudgee	\$400
MDG25 Safe cutting & welding in coal mines With reference to WTIA Technical note 7 and WTIA technical note 22	1 Day	Mudgee	\$300
All SafeWork licence fees (including Re-Assessment) are not included in the above costs. Refer to <a href="#">SafeWork NSW</a> for their current fee structure.			
OTHER FEES & CHARGES			
Item		Cost	
Re-issuing a certificate, qualification or statement of attainment – Hard Copy		\$20.00 (Incl. GST)	
Issue of plastic wallet size card		\$20.00 (Incl. GST)	
Re-assessment fee		On Request	
<b>Note:</b> Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. After which the student will be re-directed to undergo full training again which will incur full normal course costs.			