
PURPOSE

Transformed will design courses to meet the market's need. We will monitor pricing continuously seeking to offer quality training for a fair and reasonable price.

We will review pricing according to the Business and Marketing Plans and as part of our risk management and continuous improvement processes. Course and fee information will be made available to clients prior to enrolment.

RESPONSIBILITY

Managing Director

IMPLEMENTATION

Operations Manager, Sales Manager and Administration Staff

PROCESS

Fee information

Transformed will develop pricing for each participant taking into account the mix of RPL and distance/online delivery. The price will be provided in writing to the participant prior to enrolment.

Transformed will not charge additional fees for:

- Reassessment of competency if a participant is assessed as 'not yet competent' at the time of their initial assessment and remains within the course completion timeframe;
- Materials fees.

Transformed reserves the right to change its policy regarding fees with due notice to students.

Additional Fees

Course Completion Timeframes

The expectation for course completion is:

- for RPL study is 6 months from date of enrolment and
- 12 months from date of enrolment for Distance/Online study.

Transformed will issue reminders to all students in relation to completion expectations at regular intervals during the training period, and will in all cases endeavour to complete students within these recommended timeframes.

Failure to complete within these timeframes may incur the following additional fees, and is at the discretion of Transformed

Renewal of On-line learning access for 6 months- \$250

Submission of Units of Competency Assessment /portfolio evidence - \$500

If more than 18 months has passed since date of enrolment with no completion of course material/ submission of assessment evidence, then the following additional fees may be charged:

- Cert IV /III Level - \$1,000
- Diploma Level - \$1,500
- Adv Diploma Level - \$1,800

Unique Student Identifier

Transformed is able to apply for a Unique Student Identifier (USI) on behalf of its students. The Administration Fee in relation to this service is \$30.00, and is invoiced and paid in addition to the Course Enrolment Fee.

Re-Issue of Certificate and Statement of Attainments

Transformed will charge a re-issuance fee of \$25 and requests must be made via letter or email.

Submission of Hard Copy Evidence

Transformed preferred method of assessment submission is soft copy. Hard copy submissions will be charged a handling fee of \$100 for each submission lodged by a student.

Closed Courses – “In House” Courses for Organisations and Groups

Closed courses will be offered to organisations who wish to register 8 or more individuals for the same program.

Closed courses will be based on a minimum of 8 participants, with the maximum number of participants per course being 16.

Dates for closed courses will be negotiated and will be mutually convenient for Transformed and the client organisation/group.

Pricing will be based on the minimum of 8 participants and will be developed taking into account the specific client needs.

For multiple closed course bookings, Transformed will negotiate a specific rate.

Online / Distance Learning and RPL

Course fees for qualifications may be paid in instalments, via our Direct Debit plan.

CONFIRMATION OF COURSES

Online / Distance Learning and RPL

A confirmation and commencement email will be sent to all participants within 5 days of enrolment. This email will contain links to our Terms and Conditions, Participant Information Guide which contains an overview of our policies and procedures, plus access to the online learning environment.

PAYMENT TERMS

Course fees will be processed via Transformed debiting the nominated credit card or processing the direct debit payment plan, as per details provided by the participant on their registration form.

Where a payment plan is entered into, funds must be available for debit by Transformed or its agent as agreed on the Direct Debit Request/Credit Card Authority.

Where training is delivered under contract to an organisation, the terms and conditions agreed to in the contract will take precedence.

A Qualification certificate or a Statement of Attainment will not be issued unless and until fees have been paid in full.

PROTECTION OF FEES PAID IN ADVANCE

Fees will not be collected prior to enrolment

Upon receipt of an enrolment and payment is accepted via direct deposit, payment plan or credit card as indicated by the student on the enrolment form.

A deposit of \$1500, or an agreed amount, will be payable upon enrolment. The remaining amount will be collected by direct debit over a six month period, or as otherwise agreed.

POLICY | Pricing, Fees and Refunds



An invoice will be generated for the total course fee for RPL and Distance Learning as they have access to all units of competency following enrolment. Payments made by payment plan will be deducted from the outstanding balance as payments are made.

REFUND & CANCELLATION POLICY

Workshops (In-House)

If a cancellation notice is provided before any training has commenced the administrative charges are as follows:

- A cancellation requested at *least one month prior to the course start date* will be refunded less a \$250 administration fee.
- For cancellation requested *more than 30 days prior to course start date and greater than 10 working days prior to course* will be refunded less a \$450 administration fee.
- A cancellation requested *less than 10 days prior to the start date or non-attendance* a 100% cancellation fee will apply.

In the above instances another person may be nominated for the place in the course.

In the event of an illness (where a medical certificate is available), the participant may choose an alternative course to the same value, without penalty.

All requests to cancel or withdraw from a course (prior to commencement) must be in writing and contain the following information:

1. Name of the participant
2. Name of the qualification
3. Location & date of the scheduled training
4. Reason for the cancellation
5. Signed by the client and or participant (electronic email signature is acceptable)

If Transformed cancels a training course, fees paid in advance are fully refundable.

Where a refund is provided the participant will receive a letter or email showing the breakdown of the amounts in the refund.

We will respond within 14 working days to written requests for refunds.

This policy will be made clear on the pre enrolment information on quotations and in interviews. Participants will be required to acknowledge the fee and refund policy on acceptance of a place in a program.

Online / Distance Learning and RPL

- Cancellation request received (in writing) up to one month after the commencement date attracts the following fee.

Cancellation Fee = \$750

Note: if a student has already paid enrolment fees and is greater than \$750 the difference will be refunded.

- Cancellations requested (in writing) more than one month after the commencement date attracts the following fee.

*Enrolment fees (including those under a DDR arrangement) paid up to the date of cancellation request are **non-refundable**.*

Note: Commencement occurs when the student's online enrolment has been processed and verification email dispatched to the student.

All requests to cancel or withdraw from a course (prior to commencement) must be in writing and contain the following information:

1. Name of the participant
2. Name of the qualification
3. Location & date of the scheduled training
4. Reason for the cancellation
5. Signed by the client and or participant (electronic email signature is acceptable)

Transformed will respond within 14 working days to written requests for refunds.

Where a refund is provided the participant will receive a letter or email showing the breakdown of the amounts in the refund.

As a general rule, Transformed will not permit refunds because of:

- a participant 'changing their mind'
- a participants change of personal circumstances or workload in their employment which is beyond the control of Transformed

Refunds will only be considered where a student can demonstrate their situation is "Beyond their Control" e.g. illness, family death, work redundancy.

Payment and refund terms will be negotiated separately for Closed Courses – "In House" Courses for Organisations and Groups and details of the terms are to be documented in the delivery proposal.

Short Courses

Notifications of cancellations, refunds and requests for transfers must be made in writing to studentadmin@transformed.com.au. Alternatively call Transformed on 1300 738 720 to discuss your options.

All written requests must be received prior to commencement and contain the following information:

1. Name of the participant
2. Name of the course
3. Reason for the cancellation
4. Signed by the client and or participant (electronic email signature is acceptable)

More than 10 working days from course commencement

In the event of a cancellation Transformed will refund the fees paid in full if advised in writing of a cancellation more than 10 working days prior to the course commencement date.

10 working days or less from Course commencement

In the event of notification of a cancellation 10 working days or less before the course commencement date fees paid will not be refunded or allocated to another course. Transformed cannot accept responsibility for changes to work commitments or personal circumstances within the 10 working day period.

Note: Commencement occurs when the student's enrolment has been processed and access to the online training has been established.

Commonwealth & State Funding

Transformed is aware of the specific Commonwealth and State fee requirements of the Funded Programs it delivers. These requirements, as listed below, are additional to any already addressed in this Policy.

Students will be informed of eligibility requirements on the relevant Website and via Transformed Account Managers. Their eligibility will be assessed prior to enrolment using the Student Disclosure Form. Evidence of eligibility will be collected and retained on the student file.

Students will not be charged enrolment fees more than the compulsory fee.

In cases of genuine financial hardship a fee concession, waiver or exemption can be applied.

The enrolment fee will be reimbursed by the directorate; the Application for Fee Waiver will be lodged with the Directorate.

All records and evidence relating to fee transactions and decisions on fee concessions, waivers, exemptions or refunds granted, will be retained by Transformed.

Eligibility for fee exemptions will be checked at the time students apply for enrolment by relevant Transformed officer, usually the Account Manager.

The relevant RTO will only waive or permit a fee concession or exemption for a student where supporting evidence of eligibility is obtained from the student prior to enrolment.

All requests for a fee concession or exemption must be in writing and contain the following information:

1. Name of the participant
2. Name of the qualification
3. Name of funding program
4. Reason for fee concession or exemption
5. Signed by the client and or participant (electronic email signature is acceptable)

Students will be offered the option to pay student fees across multiple instalments. However, if an employer chooses to pay this fee on behalf of the student, Transformed will ensure it is paid in one instalment.

DOCUMENTATION WHICH EVIDENCES IMPLEMENTATION OF THIS POLICY

Document	Specific Evidence
Enrolment Form	<i>Refund Policy, Payment Options</i>
Quotations	<i>Course Fees, Payment Options</i>
Price List	<i>Course Fees</i>
Participant Information Guide	<i>Course Fees and Refund Policy</i>
Direct Debit Request/Credit Card Authority	<i>Payment Options</i>
Transformed Website	<i>Enrolment Form, Participant Information Guide, Code of Practice</i>
Refund Application Form	<i>Refund Process</i>
Funding Disclosure Forms	<i>Funding Fees and Charges</i>