

Schedule of Fees and Charges

Upskill Institute is a Registered Training Organisation and operates in accordance with applicable legislation and the Standards for Registered Training Organisations. Upskill Institute is entitled to 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. We review our fees schedule regularly and endeavour to keep the cost of training down.

» **When and how do I pay?**

Fees are payable at the time of enrolment unless otherwise agreed. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card. Payment details and authorisation form is attached to the enrolment form.

committed based on your initial intention to undertake the training.

Learners who cancel their enrolment within 48 hours of course commencement will not be entitled to a refund of fees.

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

» **Can I get a refund?**

Yes - If you give notice to cancel your enrolment seven days or more prior to the commencement of a program, you will be entitled to a refund of fees paid less 10% for bank transaction and administration fees.

If you give notice to cancel your enrolment less than seven days but not within 48 hours prior to the commencement of a program you will be entitled to a 50% refund of fees paid. The amount retained by Upskill Institute is required to cover the costs of staff and resources which will have already been

» **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.

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

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

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**

Upskill Institute 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.

Training Programs

Course	Cost
CPP20218 Certificate II in Security Operations	
HLTAID0011 Provide First Aid	Refer to
HLTAID0009 Provide Cardiopulmonary Resuscitation	www.upskillinstitute.com.au
Traffic Controller Skillset	for course fees
Traffic Implementer Skillset	
CPCWHS1001 Prepare to Work Safely In The Construction Industry	

Notes

- » 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.
- » Course fees are payable in advance and enrolments are considered tentative until payment is received.
- » Students will be offered two (2) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the course. The re-assessment service includes individual pre-training to prepare the student for the re-assessment.

Miscellaneous Charges

Re-issuing a certificate, qualification or statement of attainment	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$55.00 (Incl. GST)
Re - assessment fee (SafeWork NSW courses)	Advertised course cost less SafeWork NSW card fees (GST exempt)
Re-assessment fee (other non SafeWork NSW courses)	\$150.00 (GST exempt)