

Schedule of Fees and Charges

Western Sydney Vocational Training Academy (WSVTA) is a Registered Training Organisation (RTO 46186) and operates in accordance with applicable legislation and the Standards for Registered Training Organisations. WSVTA 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 when you receive notification of enrolment. Fees must be paid in full within 7 days of receiving this notification from WSVTA. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, or credit card. Payment details and authorisation form is attached to the enrolment form.

Can I get a refund?

Yes - If you give notice to cancel your enrolment 10 days or more prior to the commencement of a program you will be entitled to a full (100%) refund of fees paid.

If you give notice to cancel your enrolment 9 days or less prior to the commencement of a program, you will be entitled to a 75% refund of fees paid. The amount retained (25%) by WSVTA is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

If for any reason WSVTA is unable to fulfil its service agreement with a student, WSVTA must refund the student's proportion of fees paid for services not 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. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

Other important points to note:

WSVTA refunds are not transferable to another person.

No refunds will be made for classes missed due to exams, excursions, or other obligations that fall outside the normal schedule of classes.

WSVTA reserves the right to cancel a course if intake numbers are insufficient. In the unlikely event that WSVTA is unable to deliver a student's course in full, a refund will be offered for all the unused course money paid to date. The refund will be paid to the student within 2 weeks of the day on which the course ceased being provided. Alternatively, enrolment may be offered in a different course by WSVTA.

WSVTA reserves the right to change its fees and conditions in accordance with the Changes to Terms and Conditions or Services policy.

Changes of tuition fees will not apply to students who have paid and or have already commenced their course. If a student believes that these changes are unreasonable, they have the right to access WSVTA's complaints and appeals processes and to also take further action under Australia's consumer protection laws.

WSVTA reserves the right to deny a student access to WSVTA's premises and to withdraw its other services if their conduct disrupts the delivery of training and assessment. Students who are withdrawn from a course due to their disruptive behaviour are not entitled to a refund of fees paid.

The learner has the right to appeal the decision of WSVTA. The appeal of any decision is to be handled in accordance with the Appeals Policy and Procedure.

Are my fees protected in case I need a refund?

Yes - WSVTA has a responsibility to protect the fees paid by students. To meet this need, WSVTA 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 or Services

If at any time there is a change to the terms and conditions or agreed services to be provided, WSVTA must advise current learners in writing to the nominated email address 28-day calendar days prior to any of these changes coming into effect. This includes changes in relation to new third-party arrangements or changes to ownership of WSVTA.

In being informed of these changes, learners are to be afforded the normal appeals period (28 days) prior to these changes coming into effect. The learner has the right to appeal the decision of WSVTA if the decision effects the terms of their enrolment or the services agreed to at the beginning of their enrolment. The appeal of any decision is to be handled in accordance with the Appeals Policy and Procedure.

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

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Training Programs

CPP20218 - Certificate II in Security Operations	\$1,250.00
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$1,250.00 (Full Payment) – 2nd Payment – At the discretion of WSVTA if payment plan approved 	

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.
- WSVTA payment terms are 7 days. An invoice will be issued on the first day of all courses and is required to be paid during the first week of the course.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.

Miscellaneous Charges

Replacement of issued learning/reference workbook (per workbook)	\$50.00 (Incl. GST)
Re-issuing a certificate, qualification, or statement of attainment	\$50.00 (Incl. GST)
Re-assessment fee	\$60.00 (Incl. GST)
Note: Students 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 student chooses to persist to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.	