



## Course costs and fees and charges

Additional costs for students	COST
Certificate re-issue fee	\$50.00
Transcript reissue fee	\$50.00
Certificate re-issue fee (single subject training)	\$50.00
Work booklet replacement fee C III	\$40.00
Work booklet replacement fee C IV	\$40.00
Work booklet replacement fee Diploma	\$40.00
Assessment printing fee	\$ 5.00
Aspire Learner Guide work booklet fee	\$40.00
Postage of Learner guides	\$15.00
Post Cert & Transcript	\$15.00
Produce a Transcript	\$ 5.00
Cancellation fee	Student deposit
Course transfer fee	\$150.00
Course extension fee	\$50.00 per month
Credit transfer Administrative fee for each competency transferred (from a Enable College qualification)	\$20.00
Credit transfer Administrative fee for each competency transferred (From another RTO)	\$150.00 Administrative fee applied to credit transfer for a unit/s completed at another RTO.
Recognition of prior learning Assessment fee	\$200.00 Non-refundable assessment fee for Recognition of Prior Learning (RPL).
Print charge per study guide	\$15.00
Postage & handling fee - Australia (Each learner guide)	\$15.00
Postage & handling fee - Australia (Each learner assessment)	\$ 8.00
Small print learner work booklet fee	\$30.00
Aspire Learner guide work booklet fee	\$40.00
EYLF Guide	\$5.00
NQS Guide	\$10.00
Personal Reference Materials (Enable Learner guide Black and White)	\$15.00
Personal Reference Materials (Enable Learner guide Colour)	\$40.00
Additional Training information handouts	\$12.00
Re-issue of assessment booklets	\$ 5.00
Manual Handling	\$150.00
Practical Assistance Aids and administration	\$40.00
National Police Certificate	\$57.20
DCSI	\$58.30
Re-issue Student Card	\$20.00
Concession Card	\$17.50



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### 1. Paying Course Fees

**Option 1-** Enable College will take upfront payments of instalments no greater than \$1500.00 per payment (Most Certificate IV and Diploma courses are not eligible for payment through this option) or

**Option 2-** Enable College through our Debit Success student financial management system will take payment for all course fees.

Third Party Payments can be made by an employer, 3<sup>rd</sup> party or another organisation through Debit Success if a Guarantor Form is completed prior to final acceptance into the course.

There may be additional charges associated with Debit Success. Contact our administration if you have any queries [admin@enablecollege.edu.au](mailto:admin@enablecollege.edu.au).

### 2. Refunds Policy & Procedure for courses

Refunds will not be granted automatically; students are expected to be aware of work and personal commitments prior to enrolment and will need to establish that the cause of withdrawal could not have been reasonably anticipated prior to commencement.

A course refund to students (less student deposit) will be given for cancellations made a minimum of seven (7) days past the deposit being paid. Applications for refund must be made in writing or via email and received by Enable College within the seven (7) day period. Once the application is approved, Enable College will refund any monies as follows:

For Fee for Service students – A course refund means any monies paid, less student deposit which is a non-refundable administration fee. If, after this period, a student wishes to cancel their enrolment, all monies paid to date will be forfeited. Enable College has the right to withdraw a participant if finances are not kept up to date.

However, if a student withdraws for exceptional personal reasons beyond their control; after the course has commenced but within 3 weeks of commencement a pro rata refund of 50% less student course deposit will apply.

- For example sickness (verified by a medical certificate)

Commencement of training will include any of the following:

- Attending first classroom session (Classroom students)
- Receipt of first booklet (Open Learners / Classroom students)
- Initial logon into our online training system (Blended learning students)

Students who have agreed to the terms and conditions for Debit Success will have additional conditions and fees applied to their final decision as per the individual debit success student agreement terms and conditions.