

## Schedule of Fees and Charges

Gowrie Training & Consultancy (RTO) delivers and assesses the following qualifications:

- CHC30121 Certificate III in Early Childhood Education and Care; and
- CHC50121 Diploma of Early Childhood Education and Care

Gowrie Training & Consultancy operates in accordance with applicable legislation including the Standards for Registered Training Organisations (RTOs) 2025. The RTO is entitled to charge fees for the services provided to learners undertaking a course of study and/or under a traineeship model charge gap fees to their service/workplace. These fees are for items such as enrolment, course materials/access, administrative support, learner services and training and assessment services. Review of the fee schedule occurs annually and endeavours to keep the cost of training down while continuing to be committed to continuous improvement and quality of RTO service delivery.

### Qualifications & Associated Charges

The fee you pay the RTO will depend on the qualification and/or skill set you choose and may vary depending on:

- the level of government subsidy available
- the cost of delivery
- any previous study you have undertaken and/or
- your personal circumstances.

Please note: Skills Tasmania eligibility for funding subsidy <https://www.skills.tas.gov.au>

### When and how do I pay?

For *Fee for Service* learners (self-funded), fees are payable per unit of competency prior to commencement of each unit. Learners may negotiate payment plans if required. Payment methods include Visa, MasterCard, or direct deposit. Please note that for payment plans, if payments are not made as per the agreement, the RTO may discontinue training and assessment.

For learners/services supported through subsidised funding, an invoice will be generated on enrolment and is payable on commencement unless a payment plan has been negotiated prior to commencement. The RTO may discontinue training and assessment if the fee is not paid as required.

If you are experiencing any challenges, please contact the RTO on [rto@gowrie-tas.com.au](mailto:rto@gowrie-tas.com.au) All enquiries are confidential.

### Can I get a refund?

Yes - If you give notice to cancel your enrolment **more than 10 days prior** to the commencement of your first Unit of Competency you will be entitled to a full (100%) refund of fees paid other than the *Enrolment Fee* is non-refundable.

If you give notice to cancel your enrolment **less than 10 days prior** to the commencement of your first

Unit of Competency you will be entitled to a 75% refund of fees paid. The 25% retained by the RTO is required to cover the costs of staff and resources which will have already been committed based on the initial intention to undertake the training.

If you give notice to cancel your enrolment after a Unit of Competency has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the RTO Manager if there are extenuating or significant personal circumstances that led to your withdrawal.

If for any reason the RTO is unable to fulfill its service agreement with a learner/service, a refund will occur for the proportion of fees paid for services not delivered.

#### **If entitled to a refund, 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. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you.

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

Yes – the RTO acknowledges that it has a responsibility to protect the fees paid by learners/services. To meet this need, we only accept payment of no more than \$1,500 from each learner/workplace prior to the commencement of the course/qualification. Each subsequent payment to be paid will not exceed \$1,500. The subsequent payments are based on the costs of your training and assessment which are yet to be delivered. If the cost of the course/qualification is less than \$1,500, the full amount will be requested before the program commences (payment plans may be negotiated).

#### **Cooling off period**

When you enrol in a course with less than 10 days prior to the commencement of the program you have a 3-day cooling off period to be eligible for a 100% refund. This date is the last date on which you can withdraw from your course and obtain a full refund of your tuition fees for that year. After the cooling off date, you will be liable for fees charged, regardless of whether you complete the course or not (refer to refunds section above).

**Enrolment Fees** and yearly administration fees are charged as outlined in the table below.

#### **Schedule of charges -traineeships**

\*Gap fees are applied to Traineeships for both CHC30121 and CHC50121, and the employer will be invoiced when the learner's application for enrolment has been accepted.

**Certificate III** – as of the 1<sup>st</sup> July 2025, the full cost is \$1600 inclusive of enrolment fee. Payment is required as outlined below:

- Payment on enrolment of \$1400 (includes \$100 enrolment fee)
- The remaining \$200 invoiced 2 months after commencement of the first Unit of Competency.

**Diploma** – as of the 1<sup>st</sup> July 2025, the full cost is \$2600 inclusive enrolment fee. Payment is required as outlined below.

- Payment of \$1500 (includes \$100 enrolment fee)
- The remaining \$1100 invoiced 2 months after commencement of the first Unit of Competency.

#### **Do I pay GST in my tuition fees?**

No – GST is 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.

#### **First Aid**

For existing workers and/or trainees, the First Aid Unit is an additional cost to the workplace and must be organised and completed through an external specialist Registered Training Organisation. Please seek advice from Gowrie Training & Consultancy on the relevant Unit Code. The RTO will issue a direct Credit Transfer on sighting of the original Statement of Attainment for this unit or a certified copy through a Justice of Peace or Commission of Declaration.

\*For Jobseeker programs, the First Aid unit is included and does not incur a fee.

#### **Debt**

Lady Gowrie Tasmania Finance Services manage invoices and therefore debt recovery. Any debts that are submitted to a debt collection agency incur a 25% additional fee. Testamurs and/or Statement of Attainments will not be issued until all debts are paid in full.

Testamurs and/or Statements of Attainment will only be issued once the fees for your course have been paid in full. Failure to pay debts may also result in you not being permitted to enrol in any subsequent Gowrie Training & Consultancy courses until the debt has been cleared.

If you experience difficulties in paying the fees, please contact Administration on (03) 62306824 to discuss your options.

#### **Recognition of Prior Learning (RPL)**

Fee for Service learners completing RPL will be charged a minimum of 50% of the single unit cost per unit. However, if significant gap evidence/training is required the fee will rise to the full cost. Learners will be provided with RPL/Fee for Service Unit Cost sheet prior to enrolment.

#### **Credit Transfer cost**

Credit Transfers incur no cost.

| <b>Full Fee without any subsidies being applied</b>   | <b>Fee</b>   |
|---|--|
| Enrolment Registration - full qualification (not applicable for Job Seeker Programs)  | \$100.00   |
| Enrolment Registration - in an Individual Unit of Competency<br>Enrolment Registration - in a Customised Skill Set  | \$50.00<br>\$50.00   |
| <b>Trainees covered by User Choice Agreements</b>   | <b>Gap Fee</b>   |
| <b>CHC30121 - Certificate III in Early Childhood Education &amp; Care</b><br>Trainees covered by a User choice Agreement – Gap fee paid by the employer.<br>The cost for the learner to complete First Aid units is also the responsibility of the employer and a credit transfer will be completed.<br><br>Annual Administration Fee (invoiced January each year)<br><br>An annual administration fee will be charged at the beginning of the 4 <sup>th</sup> continuing year to a maximum of 5 years of \$500/year.                     | \$1500 plus enrolment fee as above<br><br>\$100/year<br><br>\$500/year |
| <b>CHC50121 - Diploma of Early Childhood Education &amp; Care</b><br>Trainees covered by a User choice Agreement – Gap fee paid by the employer.<br>The cost for the learner to complete First Aid units is also the responsibility of the employer and a credit transfer will be completed.<br><br>Annual Administration Fee (invoiced January each year)<br><br>An increased annual administration fee will be charged at the beginning of the 4 <sup>th</sup> continuing year to a maximum of 5 years of \$500/year.                   | \$2500 plus enrolment fee as above<br><br>\$100/year<br><br>\$500/year |
| <b>Individual Unit of Competency</b>  |  |
| <b>CHCPRT025 – Identify and report children and young people at risk</b>  | \$220.00 plus enrolment fee as above                                   |
| <b>Fee for Service – Full Fee-Paying Learners</b>   |  |
| <b>CHC30121 -Certificate III in Early Childhood Education &amp; Care (17 units)</b><br>Incurs an annual administration levy on completion of each 12-month period (calendar year) - If enrolled under 6 months charging of the annual levy will be at the discretion of the RTO) until qualification is completed – up to a maximum of 3 years. (invoiced January each year)<br><br>An increased annual administration fee will be charged at the beginning of the 4 <sup>th</sup> continuing year to a maximum of 5 years of \$500/year. | \$9000 (Full Fee)<br><br>\$100/year<br><br>\$500/year                  |

|   |  |
|---|--|
| <b>CHC50121 - Diploma of Early Childhood Education &amp; Care (15 Units)</b><br>Incurs an annual administration levy on completion of each 12-month period (calendar year - If enrolled under 6 months charging of the annual levy will be at the discretion of the RTO) until qualification is completed – up to a maximum of 3 years. (invoiced January each year)<br><br>An annual administration fee will be charged at the beginning of the 4 <sup>th</sup> continuing year to a maximum of 5 years of \$500/year. | \$13000 (Full Fee)<br><br>\$100/year<br><br>\$500/year |
|---|--|

| Miscellaneous Charges   |                  |
|---|------------------|
| Re-issuing a qualification or statement of attainment.  | \$50.00 plus GST |
| Re-issuing a qualification or statement of attainment for qualifications issued under RTO 0811 Lady Gowrie Child Centre (prior to 2008) | \$100 plus GST   |
| Replacement of hard copy text or learning material  | At cost          |
| Posting hard copy guides to learners incur cost recovery postal charges.  |                  |

| Version and Date:            | Purpose and Comments:   | Responsible Person:  | Next Review Date                           |
|------------------------------|---|--|--|
| June 2025 V4 – Annual review | To continue to support delivery and assessment of education and care specific qualifications. | RTO Manager and/or General Manager<br><a href="mailto:rto@gowrie-tas.com.au">rto@gowrie-tas.com.au</a> | Annually at the end of each financial year |