

## **1. ENROLMENT FEES AND CHARGES**

The enrolment fees and charges outlined in the *Fees and Charges Table* attached are for prospective students enrolling into training programs at Skillinvest Limited under the Skills First Program in Victoria. All students will be charged the relevant Tuition Fee for enrolment in each training program. For some training programs a Materials Fee and/or a Student Services and Amenities (SSA) Fee is also applicable. Where a range in fees is listed, it indicates that the fees for the training program may vary depending on the units selected. During your enrolment session, you will be provided with a Statement of Fees outlining all applicable fees to your training program.

### **1.1 TUITION FEE**

Tuition Fees as published are subject to change given individual circumstances at enrolment. For each enrolment, the tuition fee will be calculated based on the scheduled number of hours (SCH) of training a prospective student enrolls in at that time: *(i.e. **Number of Hours (SCH) to be undertaken x \$ amount per hour = \$ Tuition Fee to be charged**)*.

Prospective students will be charged their fees (as applicable) at enrolment, but may elect to pay fees off using a payment plan (terms and conditions apply).

#### ***Skills First Program Funded Tuition Fee***

Prospective students eligible under the State Government's *Skills First Program* are required to pay either the *Skills First Program Funded Tuition Fee*, or if applicable, the Concession Tuition Fee as outlined in the *Fees and Charges Table*. The Government Contribution to Training (applicable to *Skills First Program* students) shows the approximate value of the contribution from government towards the training program for prospective students eligible for Skills First funding.

#### ***Full Tuition Fee***

Prospective students who are not eligible under the *Skills First Program* are required to pay the Full Tuition Fee as outlined on the *Fees and Charges Table*.

#### ***Concession Tuition Fee***

For enrolments in training programs at Certificate IV level and below, and Skills Sets, the Concession Tuition Fee will apply for prospective students who are eligible for government funding and prior to the commencement of training, produce a current and valid:

- Commonwealth Health Care Card *(or a dependant spouse or dependent child of a cardholder)*; or
- Pensioner Concession Card *(or a dependant spouse or dependent child of a cardholder)*; or
- Veteran's Gold Card.

#### ***Concession Entitlements for Government Initiatives***

The following prospective students are entitled to receive a Fee Concession whether or not they hold one of the forms of Fee Concession specified above.

- Asylum Seeker VET Program

If a prospective student applies for a concession and is unable to provide the required evidence at the time of enrolment, Skillinvest will provide a "Grace Period" of up to 10 days after enrolment, to enable the student to produce a current concession card to access the concession fees. If no evidence of a concession card is provided at enrolment, the original invoice will be raised at the non-concession rate. Where the student applies for concession at the time of enrolment and successfully produces their current concession card evidence within the grace period, a credit will be raised to support the 'concession' fees.

**Fee Waivers**

Some prospective students may be eligible for a fee waiver. Evidence for fee waivers must be provided prior to the commencement of training. Fee waivers may apply to the following:

- Judy Lazarus Transition Centre
- Young people of community based orders
- Skills First Aboriginal Access fee waiver

**Credit Transfers**

Where evidence is provided to support any Credit Transfers, tuition fees will be reduced accordingly, and will be outlined on the Statement of Fees.

**Recognition of Prior Learning (RPL) Tuition Fees**

Skillinvest will apply a charge for any assessment conducted as RPL only if the assessment is conducted at the request, or with the consent of the student. The Tuition Fee for RPL is calculated at 70% of the Full Tuition Fee rate.

**VET Student Loans (VSL)**

Effective 1/06/2024, Skillinvest is an approved course provider under the VSL Act.

**1.2 MATERIALS FEE**

In addition to the Tuition Fee a Materials Fee will also apply and be charged to the prospective student as outlined on the *Fees and Charges Table*. These fees are for payment of all required learning and assessment materials. The Materials Fee charged will vary depending on the training program and the units to be undertaken. Detailed information will be provided to prospective students prior to enrolment.

**1.3 STUDENT SERVICES AND AMENITIES (SSA) FEE**

For students undertaking study at the Longerenong College campus, a Student Services and Amenities Fee may apply as outlined on the *Fees and Charges Table*.

**1.4 ADDITIONAL FEES**

Additional fees may apply resulting from any variation to the original training program i.e. unit substitution, Skills First Program updates or Ministerial Directives.

**Re-assessment**

In the event that a student is deemed not-yet competent at the completion of the training program, options and fees for completing training and assessment or re-enrolment can be discussed with Skillinvest.

**Replacement of Testamur/Statement of Attainment**

Issuance of a replacement Testamur at the request of the student may incur an administrative fee of \$75 (per qualification). If charged, this fee must be paid prior to the issuance of the Testamur. Students can request an Academic Progress Report at any time without charge.

## **2. PAYMENT OF FEES**

Upon the commencement of the training program, the student will be issued with a Tax Invoice. Refer to the Tax Invoice issued by Skillinvest for payment details. All fees are payable within 14 days of receipt of invoice.

Student Fee Payment Plans (for tuition fees only) may be available to students where tuition fees are equal to or above \$500.00. For further information, or to apply for a direct debit agreement, please contact Skillinvest.

### **2.1 FAILURE TO PAY FEES**

Training may be suspended if fees are not paid by the due date indicated on the invoice. Alternative payment arrangements may only be approved by the Skillinvest Training Manager. Testamurs/Statement of Results will not be issued, and students will not be permitted to re-enrol or enrol in another training program until all outstanding amounts including fees, charges and fines have been paid.

### **2.2 PROTECTION OF PREPAID FEES BY STUDENTS**

Skillinvest will hold an Unconditional Bank Guarantee to safeguard students in the event of it becoming insolvent and unable to return Tuition Fees that have been paid in advance. The Unconditional Bank Guarantee will be held with a bank operating in Australia, to the appropriate level - being the total amount of prepaid fees in excess of \$1,500 per student held by Skillinvest at any time.

## **3. REFUND OF FEES**

Refunds of Tuition Fees paid may apply in some instances. To be eligible for a refund (or part refund), students must officially withdraw from their training program in writing and complete an 'Enrolment Details Variation Form' available from Skillinvest. To apply for a refund, a Refund Request Form must be completed and submitted within 14 days of withdrawal from the training program.

### **3.1 STUDENT WITHDRAWAL**

#### ***Skills First Program Funded Tuition Fee and Fee for Service Students***

- Where a student withdraws from a training program in writing before the commencement of training, all tuition fees paid will be refunded minus \$200 administration fee.
- Where a student withdraws from a training program after the commencement of training, there will be no refund of student tuition fees paid.
- If a student has not received any training program materials, a full refund of the materials fees will be processed.

### **3.2 WITHDRAWAL BY SKILLINVEST**

#### ***Course Cancellation***

In the unlikely event the Skillinvest cancels a training program, Tuition Fees paid will be refunded in full or pro-rata, depending on the training period completed. Materials fees paid will be refunded on a cost recovery basis.

To calculate fees, please refer to Section 1 Enrolment Fees and Charges, Clauses 1.1 – 1.4

AGRICULTURE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	(1) Concession Tuition Fee	(2) Skills First Funded Tuition Fee	(3) Government Contribution to Training	(4) Full Tuition Fee (Fee for Service)	(5) Materials Fee incl. GST (Dependent on units selected)	(6) SSA Fee (Longerenong) (College campus only)
<b>On Campus – Longerenong College</b>								
AHC20122	Certificate II in Agriculture	690 - 725	Campus Based \$0.35 per SCH	Campus Based \$1.72 per SCH	Campus Based \$8.50 per SCH	N/A	Campus Based \$150.00	Campus Based \$150.00
AHC30122	Certificate III in Agriculture	Campus Based 1140 - 1200	Campus Based \$0.67 per SCH	Campus Based \$3.33 per SCH	Campus Based \$10.50 per SCH	N/A	Campus Based \$250.00	Campus Based \$250.00
		Traineeship 1140 - 1200	Traineeship \$0.47 per SCH	Traineeship \$2.35 per SCH	Traineeship \$10.50 per SCH	N/A	Traineeship \$300.00	Traineeship \$150.00
AHC40122	Certificate IV in Agriculture	Campus Based 1140 - 1200	Campus Based \$0.81 per SCH	Campus Based \$4.04 per SCH	Campus Based \$10.50 per SCH	Campus Based \$7,318.80 - \$7,704.00	Campus Based \$250.00	Campus Based \$250.00
		Traineeship 1140 - 1200	Traineeship \$0.54 per SCH	Traineeship \$2.71 per SCH	Traineeship \$10.50 per SCH	N/A	Traineeship \$300.00	Traineeship \$150.00
AHC41316	Certificate IV in Wool Classing	1203	Campus Based \$0.35 per SCH	Campus Based \$1.72 per SCH	Campus Based \$10.50 per SCH	\$2,995.47	\$250.00	\$250.00
AHC51920	Diploma of Applied Agronomy	1245 - 1310	N/A	Campus Based \$1.69 per SCH	Campus Based \$6.00 per SCH	\$9,686.10 - \$10,191.80	\$250.00	\$250.00
AHC60319	Advanced Diploma of Agribusiness Management	1530 - 1610	N/A	Campus Based \$3.38 per SCH	Campus Based \$6.00 per SCH	\$8,227.30 - \$8,710.10	\$250.00	\$250.00
<b>Online</b>								
AHC51920	Diploma of Applied Agronomy	1245 - 1310	N/A	Online \$1.69 per SCH	Online \$6.00 per SCH	\$9,686.10 - \$10,191.80	\$500.00	N/A

AGRICULTURE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service)	Materials Fee incl. GST (Dependent on units selected)	SSA Fee (Longerenong) (College campus only)
<b>Skills Sets &amp; Courses</b>								
AHCSS00074	Agricultural Chemical Skill Set	120	\$0.10 per SCH	\$0.50 per SCH	\$12.25 per SCH	\$425.00	N/A	N/A
22539VIC	Course in Introductory Shearing	170	N/A	N/A	N/A	\$800.00	N/A	N/A
<b>Short Courses</b>								
N/A	Chemical Refresher Course	N/A	N/A	N/A	N/A	\$225.00	N/A	N/A
AHCMOM213	Operate and Maintain Chainsaws	40	N/A	N/A	N/A	\$300.00	N/A	N/A
AHCMOM216	Operate Side By Side Utility Vehicles	50	N/A	N/A	N/A	\$300.00	N/A	N/A
AHCBIO203	Inspect and Clean Machinery, Tools and Equipment to Preserve Biosecurity	20	N/A	N/A	N/A	\$295.00	N/A	N/A
AHCLSK316	Prepare livestock for competition	90	N/A	N/A	N/A	\$800.00	N/A	N/A

<b>AUTOMOTIVE &amp; RECREATIONAL VEHICLE</b> PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service) (dependent on units selected)	Materials Fee incl. GST (Dependent on units selected)	SSA Fee (Longerenong) (College campus only)
AUR20520	Certificate II in Automotive Servicing Technology	361 - 380	Traineeship \$0.30c per SCH	Traineeship \$1.50 per SCH	Traineeship \$9.50 per SCH	\$3,971.00 – \$4,180.00	\$15 per Unit	N/A
AUR20220	Certificate II in Automotive Air Conditioning Technology	328 - 345	Traineeship \$0.30 per SCH	Traineeship \$1.50 per SCH	Traineeship \$9.50 per SCH	\$3,608.00 – \$3,795.00 <b>OR</b> Selected Unit Enrolments only - \$300 per Unit	\$15 per Unit	N/A
			Non-Traineeship \$0.30 per SCH	Non-Traineeship \$1.50 per SCH	Non-Traineeship \$9.50 per SCH			
AUR30620	Certificate III in Light Vehicle Mechanical Technology	1145 - 1205	Apprenticeship \$0.30 per SCH	Apprenticeship \$1.50 per SCH	Apprenticeship \$15.50 per SCH	\$19,465.00 – \$20,485.00	\$15 per unit + additional resources \$390	N/A
AUR31020	Certificate III in Automotive Sales	608 - 640	Apprenticeship \$0.30 per SCH	Apprenticeship \$1.50 per SCH	Apprenticeship \$14.50 per SCH	\$9,728.00 - \$10,240.00	\$15 per unit + additional resources \$80	N/A
AUR31120	Certificate III in Heavy Commercial Vehicle Mechanical Technology	1140 - 1200	Apprenticeship \$0.30 per SCH	Apprenticeship \$1.50 per SCH	Apprenticeship \$15.50 per SCH	\$19,380.00 – \$20,400.00	\$15 per Unit + additional resources \$380	N/A
MSM31022	Certificate III in Recreational Vehicle Service and Repair	506 - 533	Traineeship \$0.60c per SCH	Traineeship \$3.00 Per SCH	Traineeship \$9.50 Per SCH	\$6,325.00 – \$6,662.50	\$15 per Unit	N/A
MSM31122	Certificate III in Recreational Vehicle Manufacturing	633 - 666	Traineeship \$0.60c per SCH	Traineeship \$3.00 Per SCH	Traineeship \$11.00 Per SCH	\$8,862.00 – \$9,324.00	\$15 per Unit	N/A

BUSINESS PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service) (Dependent on units selected)	Materials Fee incl. GST (Dependent on units selected)	SSA Fee (Longerenong) (College campus only)
BSB20120	Certificate II in Workplace Skills	314 - 330	N/A	N/A	N/A	\$2,826.00 – \$2,970.00	\$15 per Unit	N/A
BSB30120	Certificate III in Business	466 - 490	Traineeship \$1.00 per SCH	Traineeship \$5.00 per SCH	Traineeship \$8.50 per SCH	\$4,893.00 – \$5,145.00	\$25 per Unit	N/A
BSB40120	Certificate IV in Business	594 - 625	Traineeship \$1.20 per SCH	Traineeship \$6.00 per SCH	Traineeship \$4.50 per SCH	\$6,237.00 – \$6,562.50	\$25 per Unit	N/A
BSB40520	Certificate IV in Leadership & Management	551 - 580	Traineeship \$0.90 per SCH	Traineeship \$4.50 per SCH	Traineeship \$7.00 per SCH	\$5,785.50 – \$6,090.00	\$25 per Unit	N/A
BSB41419	Certificate IV in Work Health and Safety	437 - 460	Traineeship \$0.70 per SCH	Traineeship \$3.50 per SCH	Traineeship \$7.00 per SCH	\$4,588.50 – \$4,830.00	\$25 per Unit	N/A
			Non-Traineeship \$0.70 per SCH	Non-traineeship \$3.50 per SCH	Non-Traineeship \$7.00 per SCH			

BUILDING AND CONSTRUCTION PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service) (Dependent on units selected)	Materials Fee incl. GST (Dependent on units selected)	SSA Fee (Longerenong) (College campus only)
CPC30220	Certificate III in Carpentry	1130 - 1189	Apprenticeship \$0.20 per SCH	Apprenticeship \$1.00 per SCH	Apprenticeship \$14.50 per SCH	\$17,515.00 – \$18,429.50	Classroom \$1,300 Workplace \$238	N/A
CPC40120	Certificate IV in Building and Construction	885 - 932	Traineeship \$0.10 per SCH	Traineeship \$0.50 per SCH	Traineeship \$11.50 per SCH	\$10,620.00 - \$11,184.00	\$20 per unit	N/A
			Non-Traineeship \$0.10 per SCH	Non-Traineeship \$0.50 per SCH	Non-Traineeship \$11.50 per SCH			
22614VIC	Certificate II in Building and Construction Pre-Apprenticeship (Carpentry Stream)	561	N/A	N/A	N/A	\$7,854.00	\$600	N/A
CPCWHS1001	Work Safely in the Construction Industry	6	N/A	N/A	N/A	\$175.00	N/A	N/A



RACING PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service) (Dependent on units selected)	Materials Fee incl. GST (dependent on units selected)	SSA Fee (Longerenong) (College campus only)
RGR20221	Certificate II in Racing industry	675 - 710	Traineeship \$0.30 per SCH	Traineeship \$1.50 per SCH	Traineeship \$8.50 per SCH	\$6,750.00 – \$7,100.00	\$15 per Unit	N/A
RGR30518	Certificate III in Racing (Trackwork Rider)	1025 - 1080	Traineeship \$0.30 per SCH	Traineeship \$1.50 per SCH	Traineeship \$9.50 per SCH	\$11,275.00 – \$11,880.00	\$15 per Unit	N/A
			Non-Traineeship \$0.30 per SCH	Non-Traineeship \$1.50 per SCH	Non-Traineeship \$9.50 per SCH			
RGR30218	Certificate III in Racing (Stablehand)	920 - 970	Traineeship \$0.30 per SCH	Traineeship \$1.50 per SCH	Traineeship \$9.50 per SCH	\$10,120.00 – \$10,670.00	\$15 per Unit	N/A
			Non-Traineeship \$0.30 per SCH	Non-Traineeship \$1.50 per SCH	Non-Traineeship \$9.50 per SCH			
RGR40118	Certificate IV in Racing (Racehorse Trainer)	900 - 950	Apprenticeship \$0.30 per SCH	Apprenticeship \$1.50 per SCH	Apprenticeship \$14.50 per SCH	\$14,400.00 – \$15,200.00	\$15 per Unit	N/A
			Non-Apprenticeship \$0.30 per SCH	Non-Apprenticeship \$1.50 per SCH	Non-Apprenticeship \$9.50 per SCH			
RGR40221	Certificate IV in Racing (Jockey)	875 - 920	Apprenticeship \$0.30 per SCH	Apprenticeship \$1.50 per SCH	Apprenticeship \$14.50 per SCH	\$14,000.00 – \$14,720.00	\$15 per Unit	N/A
<b>Skills Sets</b>								
22534VIC	Course in Trackwork Riding for Slow Work	360	\$0.30c per SCH	\$1.50 per SCH	\$11.00 per SCH	\$4,500.00	\$15 per Unit	N/A
						Skilled Applicant \$1,800.00		
22535VIC	Course in Trackwork Riding for Fast Work	435	\$0.30c per SCH	\$1.50 per SCH	\$11.00 per SCH	\$5,437.50	\$15 per Unit	N/A
						Skilled Applicant \$2,175.00		
22536VIC	Course in Trackwork Riding for Jump Outs	455	\$0.30c per SCH	\$1.50 per SCH	\$11.00 per SCH	\$5,687.50	\$15 per Unit	N/A
						Skilled Applicant \$2,275.00		

RESOURCES AND INFRASTRUCTURE PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service) (Dependent on units selected)	Materials Fee incl. GST (Dependent on units selected)	SSA Fee (Longerenong) (College campus only)
RII30920	Certificate III in Civil Construction	1144 - 1204	Apprenticeship \$0.40c per SCH	Apprenticeship \$2.00 per SCH	Apprenticeship \$13.50 per SCH	\$17,732.00 – \$18,662.00	\$15 per Unit	N/A
			Traineeship \$0.40 per SCH	Traineeship \$2.00 per SCH	Traineeship \$8.50 per SCH			
			Non-Apprenticeship \$0.40c per SCH	Non-Apprenticeship \$2.00 per SCH	Non-Apprenticeship \$8.50 per SCH			
RII30820	Certificate III in Civil Construction Plant Operations	1207 - 1270	Apprenticeship \$0.40c per SCH	Apprenticeship \$2.00 per SCH	Apprenticeship \$8.50 per SCH	\$12,673.50 – \$13,335.00	\$15 per Unit	N/A
			Non-Apprenticeship \$0.40c per SCH	Non-Apprenticeship \$2.00 per SCH	Non-Apprenticeship \$8.50 per SCH			
RII40720	Certificate IV in Civil Construction	817 - 860	Traineeship \$0.40c per SCH	Traineeship \$2.00 per SCH	Traineeship \$8.50 per SCH	\$8,578.50 – \$9,030.00	\$15 per Unit	N/A

HAIRDRESSING PROGRAM DETAILS			TUITION FEES				MATERIALS FEE	STUDENT SERVICES AND AMENITIES FEE
			(1)	(2)	(3)	(4)	(5)	(6)
Training Program Code	Training Program Title	Scheduled Hours (SCH) (Dependent on units selected)	Concession Tuition Fee	Skills First Funded Tuition Fee	Government Contribution to Training	Full Tuition Fee (Fee for Service) (Dependent on units selected)	Materials Fee incl. GST (Dependent on units selected)	SSA Fee (Longerenong) (College campus only)
SHB20216	Certificate II in Salon Assistant	318 - 335	N/A	N/A	N/A	\$3,657.00 - \$3,852.50	Classroom \$370-\$410	N/A
SHB30416	Certificate III in Hairdressing	1026 - 1080	Apprenticeship \$0.20c per SCH	Apprenticeship \$1.00 per SCH	Apprenticeship \$13.00 per SCH	\$14,364.00 – \$15,120.00	Classroom \$1,018 - \$1,063	N/A
			Non-Apprenticeship \$0.20 per SCH	Non-Apprenticeship \$1.00 per SCH	Non-Apprenticeship \$9.00 per SCH		Workplace \$80 - \$130	

The student tuition fees as published are subject to change given individual circumstances at enrolment.  
This training is delivered with Victorian and Commonwealth Government funding.  
People with a disability are encouraged to apply.