

Vocational Qualifications Fees and Refund Policy



FEES

Course	Distance Studies	Distance Studies with Tutorials	Face to Face (Note 1)
Certificate III in Recordkeeping	\$3,000.00	\$3,500.00	Note 2
Certificate IV in Recordkeeping	\$3,000.00	\$3,500.00	\$4,000.00
Diploma of Recordkeeping	\$3,300.00	\$3,800.00	\$4,000.00
Advanced Diploma of Recordkeeping	\$3,300.00	\$3,800.00	\$4,000.00
Diploma of Leadership and Management	\$4,400.00	\$5,000.00	Note 2
Advanced Diploma of Leadership and Management	\$4,400.00	\$5,000.00	Note 2
Dual Recordkeeping and Leadership and Management Qualifications (Note 3)	+\$2,000.00	+\$2,200.00	Note 2
Minimum Qualification Fee	\$1,800.00	Note 4	N/A

*All fees listed are GST free – GST will apply to all course fees

Note 1 – Face to face courses are subject to minimum numbers.

Note 2 – Face to face courses are available for individual clients, cost on application.

Note 3 – The fee is based on completing specific units from the corresponding Recordkeeping qualification to maximise credits available. For students completing the Leadership and Management qualifications from another provider and seeking the Recordkeeping qualification, fee on application.

Note 4 – Fee for tutorials will be based on number of units to be undertaken

Undertaking Individual Units

Students can undertake individual units in any of the courses offered, the following fees apply per unit;

Certificate III and Certificate IV \$300.00 plus GST

Diploma and Advanced Diploma \$400.00 plus GST

At the completion of the unit/s a Certificate of Attainment will be issued.

Workplace Assessments

Travel and accommodation costs will apply for any workplace assessments in addition to applicable course fees. Fee on application.

Application for RCC/RPL

Full fees apply

Discounts

Fees quoted will be reduced with unit credits from another relevant and recent vocational qualification as determined by the "Qualification Details" and confirmation by Relevancy Pty Ltd prior to enrolment.

A 10% discount will be given for any organisation enrolling 3 or more students.

Payment Options

All enrolments have the option of payment by instalments as the course proceed. There will be an enrolment instalment incorporating an enrolment administration charge and the first 2 unit fees. The balance is invoiced per unit as the student proceeds through the course

REFUND POLICY

A full refund will be given where;

- Fees are paid in advance for a course and no services have been rendered and the student wishes to withdraw from the course and Relevancy Pty Ltd has been notified in writing;
- A course is cancelled or Relevancy Pty Ltd cannot provide the service or offer an acceptable alternative;

A pro-rate refund will be given where;

- Full course fee has been paid on request, the enrolment instalment is non-refundable, the balance of the course fee is fully refunded on a per unit basis of any non-commenced units.
- Unit commencement is deemed to be; distance studies- when any portion of the unit is submitted for assessment; tutorial option- when the tutorial for that unit is delivered.
- Where training material has been issued a fee of \$50.00 per unit applies

Enrolment Instalment

- Any request for a refund on the enrolment instalment will be negotiated on a case by case basis, under normal circumstances it will not be refunded once enrolment is commenced.

Face to Face Courses

- Withdrawal from a face to face course once notification has been given course is proceeding; more than 14 days prior to event full refund less 10% admin charge; less than 14 day prior to event 50% refund.
- An alternative nominee can be made at any time prior to commencement of the course at no cost.

All requests for a refund must be via email and once a refund is given the enrolment will cease and a Certificate of Attainment will be issued for any completed units.