Description
The AIFL will review and set its fees and charges annually starting on 1st January each year. These fees will be published on the AIFL website. This procedure will also be published on the AIFL website.

Procedure Applies To
All AIFL staff including individuals or organisations that have a Third Party Agreement with the AIFL.

Purpose and Scope
This procedure covers the obligations of AIFL to have clear policies and procedures for the administration and implementation of course fees and refunds. It outlines how and when fees will be charged for courses, RPL and assessment and how refunds will be processed.

This procedure relates to all fees charged to students for participation in AIFL courses, materials and other levies.

Procedure Standards
Fees:
The AIFL will calculate fees and charges for each student using the principles described in the Fees and Refunds Policy.

The fees will be calculated by the Reporting and Curriculum Maintenance Officer on an annual basis.

Fees and Charges will be published on the AIFL website.

Course fees will be calculated by adding the Enrolment fee plus the Tuition fee plus the Administration costs.

- Enrolment fee – set and reviewed annually and published on the AIFL website – 2014 fee is $250
- Tuition costs – set annually on a dollar value per nominal hour multiplied by the nominal hours for each unit of competency to meet the individual qualification and training package rules. These costs will be published on the AIFL website – 2014 fees are:
  - Certificate I - $2 per nominal hour
  - Certificate II - $2 per nominal hour
  - Certificate III - $3 per nominal hour
  - Certificate IV - $4 per nominal hour
  - Diploma - $5 per nominal hour
  - Advanced Diploma - $6 per nominal hour
- Administration cost – set and reviewed annually and published on the AIFL website. 2014 cost is $750

Enrolment Period:
- Each enrolment will have a set period;
  - eRecognition, the enrolment period will be three months
  - Individual units or skill sets, the enrolment period will be six months
  - Certificate I to III, the enrolment period will by 12 months
  - Certificate IV and above, the enrolment period will be 24 months
Enrolment extensions (re-enrolment) will be granted with payment of the Enrolment fee as relevant at the time of re-enrolment.
- Enrolment extension periods will be six months for Certificates I to III, individual units or skill sets and eRecognition
- Enrolment extension periods will be 12 months for Certificate IV and above

- Recognition of Prior Learning (RPL) and Credit Transfer (CT) will be charged at the full course/qualification cost
- eRecognition will be charged at 80% of the full course/qualification costs
- Individual units, groups of units and skill sets will be charged at the Tuition cost plus the Enrolment fee
- The Reporting and Curriculum Maintenance Officer is responsible for calculating and applying all course costs

Student withdrawing from a course:
Official notification of withdrawal from a course should be provided in writing or on the Termination of Course form (F13). Following verbal notification, a form will be given to the student where they are able to document their reasons for withdrawal. Support will be offered to the student at this point if required. Students may be offered the option of deferral if it is a suitable alternative to complete termination of the course.

On receipt of the Termination Notice, the General Manager of the AIFL will assess the application and decide whether or not a refund is due. The student will be advised accordingly and without delay of this outcome. A cheque will be provided if a refund is approved.

The student will be issued with a Statement of Attainment if all assessments including placement hours have been completed for units of competency within the qualification.

Fee Refund:
Should a claim be made for a fee refund, the fee refund process will be prompt, easily understood and readily accessible to clients. The policy will at all times reflect the current Conditions of Registration for Providers of Vocational Education and any other conditions that may be required from time to time under legislation or other instrument.

Cancellation of course by AIFL:
Should the AIFL cancel a course for any reason, students enrolled at the time the AIFL announces the cancellation of the course, will be entitled to a refund of the full charges for units not completed at the time of the cancellation with no administration charges or penalties applied. A Statement of Attainment will be issued for any completed units of competency.

Student withdrawal from a course:
If a student withdraws from a course before the commencement of the course, full refund of the fees will be made less a 25% non-refundable deposit. (The commencement of the course refers to the first occurrence either when the student enrols and that enrolment has been accepted and entered on VETtrak OR the student has enrolled and been granted access to the online learning materials, irrespective of whether the student has accessed the learning materials or not).

Once enrolled and the course has commenced, students will not be able to receive a refund.
Student withdrawal due to illness or extreme hardship:
In the case of a student who withdraws from a course or program due to illness or extreme hardship, the AIFL may, at its discretion, allow a refund of the fees. The following conditions apply:
- The student concerned must produce satisfactory evidence of the circumstances of his/her withdrawal, such as a medical certificate;
- The student will forfeit the 25% non-refundable deposit;
- Withdrawal must take place prior to the expiration of the enrolment period.

Key Aligned Documents
AIFL Fees and Refunds Policy (PO19)

Key Legislation, Acts & Standards
Standards for NVR Registered Training Organisations 2012 – SNR 22
National Vocational Education and Training Regulator Act 2011

References

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Keywords