



**FLEXIBLE TRAINING SOLUTIONS  
NSW FEES AND CHARGES POLICY AND  
PROCEDURE**

# FC 1

# FEES AND CHARGES POLICY AND PROCEDURE (FC 1)

## **GENERAL:**

This policy and procedure shows the Flexible Training Solutions Fees and Charges for 2016.

## **SCOPE:**

This instruction shall ensure that the Sales and Executive staff conform to Flexible Training Solutions, and all regulatory bodies' procedures, regulations and standards, including Standards for Registered Training Organisations 2013 to ensure all trainees receive fair and equitable charges for their training.

## **RESPONSIBILITY:**

The Directors will review all new fees and charges as outlined by each State Government Department and set the charges accordingly.

## **Fees and Charges**

The student will be required to pay an enrolment fee as calculated by the NSW Government through the provider calculator with allowances made for credit transfer or recognition of prior learning. FTS will not accept payment of more than \$1000 prior to qualification/course commencement.

Following commencement where FTS requires payment of additional fees in advance from the student, at any given time, the total amount will not exceed \$1,500.

All student fees must be paid prior to the issue of the qualification.

## **Enrolment fees**

Enrolment fees for trainees will be calculated as per rules and regulations as specified by NSW Department of Education. Sales staff will be well versed in these regulations and calculate enrolment fees accordingly.

## **Concessions and fee exemptions**

Concessions are available for tuition fees payable for enrolment as per specified by NSW Department of Education. This applies to all courses.

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

Fees for RPL will remain capped at cost recovery.

## **Refunds**

For all courses, if a student withdraws, by written notice at any time up until four weeks after the scheduled commencement date of the course, the tuition fee must be refunded, in excess of the minimum fee (which may be kept as an administration charge).

Refunds of tuition fees on the basis of successful RPL will continue.

### **Accounts and records of tuition fees and other fees**

The accounts and records kept must clearly distinguish income and expenditure for fee-for-service training or further education from government funded training and further education.

Separate general ledger accounts will record the receipt of income from fees from tuition for Government funded training and further education, and payment of refunds.

Records shall be kept, including evidence, to support fee concessions and fee exemptions granted.