



FEES POLICY

PUBLICATION DETAILS

DGT Employment and Training Operating Principles

Name of publication OP-020 Fees Policy

Version 2.0

Approved 20th August 2021

Published by Toowoomba Regional Group Apprenticeship Company Pty Ltd, trading as DGT Employment and Training.
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NOTE

For the purpose of this document the term "The Company" refers to DGT Employment and Training.

FEE FOR SERVICE

COURSE FEES

- Fees are due prior to commencement of training if paid by an individual.
- Where an individual has requested a payment plan, the full amount owing should be finalised prior to commencement of training.
- Where a Company is paying on behalf of student, this can also be paid up front. However, the supply of a Purchase Order is sufficient to book training for large companies. Subsequent invoices must be paid within 14 days of issue.
- Collection of pre-paid fees will not exceed \$1500 unless DGT is engaged by an employer to provide training and/or assessment to members of its staff through a negotiated commercial transaction.
- If in the event an individual pays fees exceeding \$1500, DGT will notify the student and action the return of the overpayment in the same way it was received, for example, credit card payment returned to same credit card. The remaining course fees will be invoiced to the individual to be paid at commencement of the program.

RE-SIT OF AN ASSESSMENT

- A fee will be charged where a re-sit is required due to the participant being deemed not competent.
- For High Risk Work Licence unit of competency re-sits will be charged at \$295.

RPL (RECOGNITION OF PRIOR LEARNING) FEES

- A set fee will be charged for the RPL assessment. This will be followed by a Gap Fee for any units that need to be completed by the Student to complete their qualification.
- Gap Fees will generally be set per unit of competency as a percentage of the full course fee. (e.g. For Certificate IV in Work, Health and Safety, Full Fee is \$1800, so an RPL gap fee would be charged at \$180 per unit).

USER CHOICE

USER CHOICE STUDENT CONTRIBUTION FEES

- Students are required to complete an "Exemption of Student Contribution Fees application form" upon sign-up. Where students can claim a "full exemption" no fees will be charged, or a partial exemption then reduced fees will be charged.
- For students where no exemption is applicable, fees will be charged according to User Choice Policy. Concessions will apply to holders of a current Health Care Card.
- Invoices will be charged on commencement of each unit, detailing which units have been charged for.
- Refunds will be processed according to DGT OP-002 Refund of Fees Policy
- Units of competency that have been credit transferred will not be charged for.

USER CHOICE EMPLOYER CONTRIBUTION FEES

- Where an employer contribution fee is collected, the fee will be negotiated between the RTO and the Employer and agreed upfront, prior to the apprentice/trainee enrolling, and a formal agreement will be signed by both parties.

CERTIFICATE 3 GUARANTEE/VET INVEST

CO-CONTRIBUTION FEES

- A co-contribution fee will be charged for each unit of competency, excluding credit transfers.
- This fee is payable prior to commencement of the course.
- Refunds will be processed according to DGT OP-002 Refund of fees Policy.

RE-ISSUE OF CERTIFICATES/STATEMENTS

- A fee of \$30.00 will be charged for the re-printing and re-issuing of a Certificate or Statement of Attainment.

METHOD OF COLLECTION

- Fees will be collected either in cash, by credit card payment, Electronic Funds Transfer, Direct Debit, or through the provision of a Purchase Order and issue of an Invoice.

VERSION CONTROL LOG

Version Number	Summary of Change	Date of approval
1.0	Initial publication	
2.0	Update to include \$1500 maximum deposit payable	20.08.2021