

Fees and Charges Policy - Fee for Service Enrolments

Students will be advised of all fees and charges prior to enrolment. Students will be provided with and required to sign a 'Student Acceptance Agreement' regarding fees and charges.

Enrolment Fee

Unless students are advised otherwise, the course fee will be inclusive of materials/resources costs.

Materials/Resources Fee

Where materials/resources are not inclusive, students are required to pay the cost prior to enrolment. Materials and resources purchased through WSS will be retained as personal property e.g.: class materials, comp disks, books etc.

Credit Transfer

A fee will not be charged for unit/s for which a Credit Transfer has been awarded. A statement of attainment/results **must** be supplied within 4 weeks of the course commencement.

Recognition of Prior Learning (RPL)

A fee of \$90.00 per unit will apply to all applications for RPL

The enrolment fee will be modified to exclude the unit/s for which RPL has been awarded. Where a partial RPL is granted there may be an additional charge for the unit/s.

Refunds

If a student withdraws, by written notice, within four weeks of the scheduled course commencement date WSS will refund the enrolment fee paid less the minimum contribution of 15% of the course fee which will be retained for administration costs.

If a student withdraws, by written notice, at any time after four weeks from the course commencement date a pro rata refund will apply to unit/s for which training has not yet commenced.

If WSS cancel the course at any time during the period of the student's enrolment, then WSS will refund the full enrolment fee.

If a student withdraws, by written notice, from only part of their enrolment, WSS will refund the portion of the enrolment fee applicable to that part of the training.

WSS may grant refunds in other circumstances or of a greater amount as it sees fit.

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Any refund will be payable by cheque within four weeks of the written notification of withdrawal being received by WSS.

All Westvic students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

Fees required are payable prior to the commencement of training.

Resits/Reassessments

On occasions a student may be required to resit an assessment test or undertake a reassessment as part of being awarded a final result. Under no circumstances will Westvic charge a student additional fees and charges associated with resits and/or reassessments.

Reissuing Statements of Attainments and/or Certificates

In the event a student loses or misplaces their Statement of Attainment or Certificate a replacement document can be provided for a charge of \$22 (incl. GST). Please allow 10 working days.

Further information on Fees & Charges is provided in your student handbook and a copy of this document in on the Westvic website. www.westvic.org.au.

Please take the time to read your student handbook and do not hesitate to contact the training department if you have any questions.

Student Acceptance

Name: _____ Signature: _____ Date: / / _____

A copy of this agreement will be kept in the student's file along with any details of any fees and charges and refunds for a period of two years after the cessation of the student's study

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