

## Refunds

Refund of fees is **not** made automatically. Fee refunds for Government Funded Courses are only available to students who complete a Withdrawal / Refund Application form within four (4) weeks of course commencement.

Students who cancel or withdraw from their course within four weeks from course commencement receive a full refund of their tuition contribution less the minimum enrolment fee of **\$120**.

Non Academic fees and costs for course resources are not refundable.

Applications for refund received after the four week period from course commencement will not be granted, unless the applicant can demonstrate cause for special consideration.

### **Cancellation of courses by CREATE**

A full refund of all fees applicable to that course will be granted.

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

A brochure containing a detailed explanation of RPL procedure fees and application processes is available from the CREATE Training Department.

### **Credit Transfer**

Students who have successfully completed a unit identical or equivalent to a CREATE unit through another TAFE Institute or Registered Training Organisation (RTO) may apply for credit for that unit. Students must provide evidence that the unit was successfully completed. Application forms for Credit Transfer are available from the CREATE Training Department.

**For further information on Fees and Charges  
Refer to individual course information.**



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## Fees and Charges 2010



*Providing  
the difference*

## Fees and Charges 2010

This brochure explains the Enrolment Fees and Charges for students enrolling in Certificate qualifications. It also contains important information about available concessions, exemptions, financial assistance and refunds.

*Please take the time to read this brochure carefully before you enrol.*

### Government Funded Courses

The following information is applicable to students enrolling into Government Funded courses only. This information does not apply to students undertaking fee-for-service courses. Fees for these courses are on a course by course basis.

### What will it cost to enrol?

All students are required to pay a Tuition Contribution as prescribed by the State Government.

Some courses have additional costs to cover course materials such as textbooks, resources, placement expenses, 1st Aid and Manual Handling Certificates. Students will be advised if these expenses apply to them prior to enrolment.

### Tuition Contribution

For the purpose of calculating tuition fees, each course is classified into one of five categories:

- (a) Foundation Skills;
- (b) Skills Creation;
- (c) Apprenticeships and Traineeships;
- (d) Skills Building; or
- (e) Skills Deepening

## Fees and Charges 2010

Certificate III and IV qualifications are classified as Skills Building and are charged at a rate of \$1.62 for each nominal enrolled hour rounded to the nearest \$1.

A minimum tuition fee of **\$120**, and a maximum fee of **\$1000**, applies to all enrolments in Certificate III and IV government funded courses by one student for a continuous 12-month enrolment period.

*All fees are payable prior to course commencement.*

### Concessions

Students (or listed dependants) who hold one of the following concession cards will be eligible for a concession on the Tuition Contribution only:

- Commonwealth Health Care Card
- Pensioner Concession Card
- Veterans Gold Card

Concessions will be granted upon presentation of a concession card. Cards must be valid at the time of course commencement and payment of fees.

A minimum Tuition Contribution of **\$120** applies if the above conditions are met.

Under the *Indigenous Completions Initiative* Indigenous students are levied at the minimum tuition fee amount.

**Note: Concessions do not apply if the students' fees are being paid by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.**

## Fees and Charges 2010

### Payment Options

Tuition Contributions and additional expenses can be paid directly to CREATE reception located at the corner of Melbourne Rd and Mackey St North Geelong using cash, cheque, credit card or EFTPOS.

If student fees are being met by a third party e.g. Job Network Agency, employer, etc you must bring an Authority to Invoice letter from them at the time of enrolment.

Course places will not be confirmed until either full fees, an application for payment plan or an Authority to Invoice has been received.

### Grants

Students may be eligible for grants such as Parents returning to Earning or Pensioner Education Supplement. For further information refer to the student handbook.

### Fee Assistance

Students may elect to pay fees through a payment plan over the length of their course. Applications for Payment Plans will be sent to prospective students on enrolment. Students who are able to demonstrate financial hardship and are unable to pay their fees should contact the CREATE Training Manager to discuss possible alternative arrangements.

### Unpaid Fees and Fines

It is the students' responsibility to ensure all fees or debts are paid. Students with outstanding debts to CREATE will not be able to continue with their study, re-enrol or receive statements / certificates.