

Right Choice Training

Schedule of Fees and Charges

Right Choice Training is a Registered Training Organisation and operates in accordance with applicable legislation and the Standards for Registered Training Organisations. Right Choice Training is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services. We review our fees schedule regularly and endeavour to keep the cost of training down.

When and how do I pay?

Fees are payable when you receive notification of enrolment. Fees must be paid in full within 5 days of receiving this notification from Right Choice Training. We may cancel enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card via Pay Pal. Payment details and authorisation form is attached to the enrolment form.

Can I get a refund?

Yes - If you give the notice to cancel your enrolment more than 10 business days prior to the commencement of a program you will be entitled to a full (100%) refund of fees paid. Course commencement date is the date on which learner is given access to the learning and assessment activities through learning management system.

If you give the notice to cancel your enrolment less than 10 business days prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Right Choice Training is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give the notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is an extenuating or significant personal circumstance that led to your withdrawal.

If for any reason Right Choice Training is unable to fulfil its service agreement with a student, Right Choice Training must refund the student's proportion of fees paid for services not delivered.

How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

Are my fees protected in case I need a refund?

Yes - Right Choice Training has a responsibility to protect the fees paid by students. To meet this need, Right Choice Training will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. The subsequent payments are based on the costs of your training and assessment which is yet to be delivered. If the cost of the course is less than \$1500.00, the full amount will be requested before the program commences.

Do I pay GST in my tuition fees?

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

Changes to terms and conditions

Right Choice Training reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that affect the student's enrolment the student will be informed 7 days prior to changes taking effect.

Please refer to the Learner Handbook for further information on all student rights and obligations

Schedule of Fees and Charges

| Qualification | Total Fees | When to Pay fees |
|--|--|---|
| BSB41419 Certificate IV in Work Health and Safety | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| BSB51319 Diploma of Work Health and Safety | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| BSB50120 Diploma of Business | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| BSB50420 Diploma of Leadership and Management | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| BBS40120 Certificate IV in Business | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| BSB40420 Certificate IV in Human Resource Management | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| BSB40520 Certificate IV in Leadership and Management | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| BSB50320 Diploma of Human Resource Management | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| BSB50820 Diploma of Project Management | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| BSB50920 Diploma of Quality Auditing | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |

| | | |
|--|--|---|
| Dual/double qualifications | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| Bridging course of BSB51319 Diploma of Work Health and Safety and BSB51319 Diploma of Work Health and Safety | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| Combo offer- BSB51319 Diploma of Work health and Safety and ICAM Lead Investigator course | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |
| ICAM Lead Investigator Course | Please refer to the Right Choice Training website to check current price- www.rightchoicetraining.com.au | During enrolment- pre-payment OR If payment plan is provided, fees must be paid as agreed upon |

Note.

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed courses.
- Right Choice Training payment terms are 5 working days. Initial payment/pre- payment can be made via the website or requesting the invoice. If requested, an invoice will be issued during the enrolment stage and is required to be paid within five working days.

The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.

Miscellaneous Charges

| | |
|---|-----------------------|
| Re-issuing a certificate, qualification or statement of attainment | \$49.00 (Incl. GST) |
| Re-assessment fee | \$300.00 (GST exempt) |
| Qualification course extension-Three months | \$250.00 (GST exempt) |
| Short course extension- Six weeks | \$125.00 (GST exempt) |
| Initial registration/administration fees (Included in the total course price, however in case of refund, administration fees will be deducted form the refund amount | \$250.00 (GST exempt) |
| Single unit fees | \$20.00 (GST exempt) |
| <p>Note: Students will be offered a total of three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.</p> | |

