

Fees and refunds

In accordance with the applicable legislation ATAR Design is entitled to charge fees for services provided to Learners undertaking a course of study. These charges are generally for items such as course materials (textbooks, and other learning materials), administration and training and assessment services (tuition fees).

Payment of fees

On acceptance of an offer in the program, Learners are required to pay a *deposit. This will be invoiced before starting the program, and payable on commencement of the training program

Deposit* means:

BSB51615 Diploma of Quality Auditing	BSB41415 Certificate IV in Work health and Safety
<ul style="list-style-type: none"> Material fee \$550 including GST Administration fee \$200 including GST 	<ul style="list-style-type: none"> Material fee \$187.95 including GST Administration fee \$200 including GST

Learners who have difficulties in paying by the due date are encouraged to contact ATAR Design accounting to arrange an alternative payment option.

Schedule of Fees and Charges

The CEO is responsible for approving the ATAR Design Schedule of Fees and Charges.

As a minimum the schedule of fees and charges is to include:

- The total amount of all fees including course fees, administration fees, material fees and any other charges for enrolling in a training program;
- Payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee;
- The nature of the guarantee given by ATAR Design to honour its commitment to deliver services and complete the training and/or assessment once the Learner has commenced study;
- The fees and charges for additional services, including such items as issuance of a replacement qualification parchment or statement of results, re-assessment, RPL applications, replacement materials and the options available to Learners who are deemed not yet competent on completion of training and assessment; and
- The ATAR Design refund policy.

Fee payment arrangements:

Payment of no more than \$1,500 from each individual Learner prior to the commencement of the course. Regarding payment plans – monies for an individual client will not exceed \$1500 at any given time.

In accordance with the Standards for RTOs 2015, ATAR Design adopts the following to protect fees paid in advance:

- Flexible payment arrangements/ options will accommodate individual circumstances.
- Fees must be paid in full before certification will be issued
- ATAR Design reserves the right to suspend the Learner's learning or assessment (or both) until all fee payments are up-to-date, in the event payment instalment arrangements become overdue and remain unpaid for a period in excess of 14 days.
- Payments can be made by Electronic Funds Transfer (EFT)

The deposit invoice will be raised upon enrolment and due prior to commencement of training. ATAR Design reserves the right to not permit entry into the course until the deposit has been paid. Program materials will not be provided until the commencement of training and deposit paid in full. After commencement, the Learner will be invoiced at 30 days, and 60 days, and monthly there on until completion of training whichever comes first.

Note: 10 working day cooling off period applies prior to commencement.