

FIRST DOOR STUDENT FEES

Fee payment

Fee payments to First Door Training and Development Pty. Ltd. can be made in two ways:

1. Regular Instalments of a nominated amount in advance, however no more than \$1000 per instalment across the scheduled course time, **OR**
2. Payment per unit prior to the commencement of each unit and within the agreed course timeframe

Unit and course costs

The unit costs for each course include the cost of: First Door resources, a workshop, mentoring, study support and assessment.

Qualification	Enrolment Fee	Course Costs	Payment schedule
Diploma of Children's Services	\$65	\$3510 total cost 18 units in total	\$195.00 per unit
Certificate IV in Training and Assessment	\$65	First Door is currently offering three units	\$195.00 per unit
Diploma of Management	\$65	First Door is currently offering three units	\$195.00 per unit

Enrolment Fee

\$65 non-refundable fee

First Door invests in a thorough enrolment process to understand each student's individual learning needs and to establish the appropriate training program for each student. This fee is non-refundable and includes a First Door water bottle and lanyard.

Recognition of Prior Learning (RPL)

\$145 per unit

Please be advised that a RPL unit requires thorough assessment processes, and may require a combination of: completion of a workbook, evidence collection and workplace observation.

Issuing Replacement Certificates

\$10 per certificate

First Door will issue replacement certificates subject to receipt of a Statutory Declaration, stating previous enrolled name and address and current name and address and the reason for the replacement. The replacement certificate fee covers the cost of postage and handling.

Fee Protection and Refunds

All fees paid in advance are protected. We guarantee the company's sound financial position and safeguard all payments made in advance until the student's successful conclusion of units to the value of the advanced payment. If First Door has to cancel the course a full refund will be given, including all administration fees.

If a student provides one week notice to cancel prior to the course starting date, they will receive a full refund less the non-refundable enrolment fee. Cancellations after the course has begun will be dealt with on a case by case basis to ensure that First Door has done everything within its ability to assist the student in completing the course.