

	<p>PARADE COLLEGE</p> <p>RTO Division</p>
<p>Fees and Refunds Policy</p>	

This policy aims to ensure that all course fees are protected and subject to appropriate auditing processes, and a fair and transparent refund policy is in place.

Fees and Payment

Course fees will be established and reviewed by the Business Manager in consultation with the Executive Officer RTO.

As a school based RTO, parents/guardians are responsible for the payment of all fees and charges associated with each course, including VET courses. In Term 4 of each school year parents/guardians of Parade students who enrol in Parade College RTO division courses, receive a detailed fee invoice from the College which itemises such fees and charges applicable to the following year. This information will also be made available via the Parade College website. External students will receive a detailed fee schedule at a scheduled information evening. All advertised fees will be fully inclusive i.e. tuition, materials; resources and GST.

In Term 1 of the school year, the Parade College Accounts Department will be notified by the RTO Administrative Officer of students enrolled in VET courses. The Accounts Department will generate an invoice for College fees inclusive of VET training fees and charges, and the invoice will be forwarded by postal mail or email to the parent/guardian responsible for payment. Payment of fees can be made by cash, cheque, money order or credit card, in person, by mail or telephone.

NB Where course fees are greater than \$1,000.00, individuals will be required to pay no more than \$1,000.000 prior to course commencement, and no more than \$1,500.00 in one instalment thereafter.

If students enrol in a package of courses (i.e. more than one course at a time), we will charge students individually for each course and invoice them less than \$1500. This arrangement is agreed upon through a written agreement. For example:

- A student enrolls in a package of courses: Certificate II, Certificate III, and Certificate IV.
- Prior to enrollment, we inform students that we will charge \$1000 in prepaid fees for each of the courses (as applicable). These charges will be recorded in the written agreement.
- We would be charging students individually for each course and would be invoicing them separately less than \$1500. This arrangement is agreed upon by the student through a written agreement after the cooling-off period is met.
- As this cost is below the threshold of \$1500 and has been agreed upon by the student, we do not need to fulfill the requirements for Fee Protection as outlined in Schedule 6.

We have implemented this arrangement to avoid triggering fee protection measures, which could apply if we were to issue a single invoice for all three courses due to the combined high fees. In that case, we would be required to ensure the protection of these funds.

Should a student complete one course within the package and subsequently wish to transfer to another provider, our course withdrawal procedures and Refund Policy would come into effect. Any applicable refunds would be issued to the student in accordance with the policy.

Refunds

Parade College is committed to a refund process which is prompt, accessible and easily understood by students, parents/guardians and other clients.

Entry to a specific course can be denied and fees forfeited to students who attend training but have not completed the pre-study requirements.

Course Cancellation: Parade College is committed to providing practical assistance to students in order to facilitate the successful completion of their chosen course once they have begun their studies. Reimbursements will be issued in the same manner as the original payment method, including cash, check, or credit card.

In the event of a training course being cancelled by Parade College, all students enrolled in the course will have the option of being transferred to a later course or receiving a full refund of monies paid.

Course Withdrawal: In the event of a student withdrawing from a VET course during the year, there may be an entitlement to a partial refund or fee rebate in accordance with the following policy:

- If withdrawal occurs before 28th February 100% of RTO related fees and levies is refundable.
- If withdrawal occurs after 28th February but before 30th June 25% of RTO related fees and levies will be refundable.
- If withdrawal occurs after 30th June no refund of RTO related fees and levies is applicable.