

	PARADE COLLEGE RTO Division
Fees and Refunds Policy	

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

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 \$1,000.00 prior to course commencement, and no more than \$1,500.00 in one instalment thereafter.

Refunds

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

Course Cancellation: 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.