

## Schedule of fees and charges

### Overview

Alium Works (RTO 45669) is a Registered Training Organisation and operates in accordance with applicable legislation and the Standards for Registered Training Organisations. Alium Works 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. For payment less than \$1500 all fees must be paid in full when signing up. For any courses where the amount exceed \$1500 payment will be in accordance with the payment and fee table below.

For fees that are more than \$1,500, a payment schedule will be offered which is detailed in the course flyer & student handbook. A deposit is to be paid prior to course commencement of up to \$1,500, this includes a non-refundable administration fee of \$150. Progress Payment are then to be paid following commencement; this will consist of the remaining fee and must be paid in full within six months of commencing the course.

Alium Works may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, credit card via Stripe. Payment details and authorisation form is attached to the enrolment form.

### Can I get a refund?

Yes - Learners, who give notice to cancel their enrolment within 48 hours after initial enrolment will be entitled to a full refund of fees paid. A cancellation request must be supported by a Statutory Declaration confirming that all part of the training material, assessment and support document have been destroyed and the student will make no further use of the training material

If you give 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 extenuating or significant personal circumstance that led to your withdrawal.

If for any reason Alium Works is unable to fulfil its service agreement with a student, Alium Works 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, the eligibility will also be assessed based on the date you submit your form to Alium Works. 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.

<b>Document Title:</b> Alium Works- Schedule of Fees and Charges_V2		<b>Page:</b> 1
<b>Version #:</b> 2	Uncontrolled Copy if Printed	<b>Authorised by:</b> Ann Tomlinson

## Schedule of Fees and Charges

### Are my fees protected in case I need a refund?

Yes - Alium Works has a responsibility to protect the fees paid by students. To meet this need, Alium Works 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

Alium Works reserves the right to amend the conditions of the student’s enrolment at any time. If amendments are made that effect 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.*

### How can I apply for funding with Zeefi?

Student loan options are available through Zeefi, you may find more information on our [study now pay later page](#) website page and the Zeefi brochure on the website page.

## Schedule of Fees and Charges

### Training Programs

<b>BSB41419 – Certificate IV in Work Health and Safety (online)</b>	<b>\$2597</b>
-1st Payment - Enrolment confirmation: \$1,500.00 - Remaining \$1097 to be paid within six months following enrolment - Individual payment plans are available and provided through Zeefi	
<b>BSB51319 – Diploma of Work Health and Safety</b>	<b>\$3275</b>
- 1st Payment - Enrolment confirmation: \$1,500.00 - Remaining \$1775 to be paid within six months following enrolment - Individual payment plans are available and provided through Zeefi	

## Schedule of Fees and Charges

### 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 course.
- Alium Works payment terms are 5 days. An invoice for \$1,500.00 will be issued prior to enrolment and is required to be paid before commencing the course
- 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	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$55.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)
Administration fee upon enrolment ( non refundable inclusive of course fees)	\$150.00 (GST exempt )
Course extension fee ( 1 <sup>st</sup> request is complimentary )	\$150 (GST exempt)
<p><b>Note:</b> Students will be offered 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>	

For any questions relating to our schedule of fees please email us at [contact@aliumworks.com.au](mailto:contact@aliumworks.com.au)

### References:

<https://www.asqa.gov.au/rtos/users-guide-standards-rtos-2015/chapter-2-enrolment/clause-73-protecting-pre-paid-fees-students>

Additional resources: Student handbook V2