

FEES POLICY: ACOUSTAR TRAINING CENTRE

Acoustar operates as a 'fee for service' training provider and all training programs or coursework attract fees. These fees are paid by / charged to the Student or the Student's employer.

Fees and charges are published in the Acoustar Fees Policy on the website www.acoustar.qld.edu.au

All fees must be paid at or prior to the commencement of training unless prior arrangements are made with Acoustar management.

Fee Structure

Our standard fees are based on a mentored training program designed for a single student at our Brisbane training centre. We reserve the right to negotiate different fees for larger student numbers or for students not attending the Brisbane centre.

Each qualification, unit of competency, or coursework module offered by Acoustar has a set fee. The fee is charged to the Student for her / his selected training program provided at our Brisbane Training Centre. It is Acoustar's policy that a fee is all-inclusive for tuition, support and coaching, specified textbooks (PDF versions), and use of our facilities in Brisbane.

When there are additional requirements (for example: reference materials, research documents, own computer) the Student will be clearly advised of exactly what is required prior to commencement of the training program.

Training Programs or Courses Off-Site

Standard fees apply plus the cost of providing the training program or coursework at a location outside Brisbane. Fees are calculated on an 'actual and reasonable' basis for travel, accommodation and staff travel time and include GST.

Continuing Professional Development Courses

Short-Course and Continuing Professional Development courses are offered as modules for self-directed study at home or work. Some CPD courses are available as a mentored training program at a student's place of work or at our training rooms. Please call Acoustar to discuss availability and fees.

Table 1: Standard Training Program Fees

COURSE	Units	Program Fee
COMPLETE BSB41419 COURSE	10 Units	\$1480.00
MSS025008 Monitor and Evaluate Noise (Level 5 or Level 8 AQF)	1 Unit	\$1480.00
MSS025008 and MSS027022 'Noise Management' Skillset (Level 8, AQF)	2 units	\$2240.00

Notes to Table 1:

All fees are GST Exempt

FEES ARE PAID AT THE TIME OF COMMENCEMENT OF TRAINING.

IT IS THE RESPONSIBILITY OF THE STUDENT TO MAKE INQUIRIES OF ACOUSTAR, OR OTHER AUTHORITATIVE BODY, TO MAKE SURE THE COURSE OF TRAINING IS WHAT THE STUDENT WANTS. ACOUSTAR MAY REQUEST THE STUDENT TO COMPLETE SKILLS' TESTS OR LANGUAGE, LITERACY OR NUMERACY TESTS BEFORE ACCEPTANCE OF ENROLMENT AND COMMENCEMENT OF TRAINING.

Payment of Tuition Fees at Commencement of Training

The steps are:

- Enrol
- Commence training – start online modules or receive printed coursework documents
- Pay fees (due at commencement date - charged per module or Unit)

Tuition fees are due at the commencement of training.

- By a business (company enrolment): by a company purchase order, credit card, or bank transfer. The unit or module fee is charged and must be paid by week 4 after a student (employee) commences the training ('*commencement date*') unless specific arrangements are made with the CEO Acoustar. A student will not be allowed to sit final examination(s) or be awarded a certificate of statement of attainment until the full fees are paid.
- By a student (personal enrolment): cash, credit card, or bank transfer. No single personal payment may exceed \$1500.00.

'Commencement date' is the date when formal training commences after enrolment in the unit of study. This is either when the student accesses the online study materials or when the study materials are provided to the student. All Acoustar training programs are referenced to hours' of study and practical work from commencement of training to completion date.

'Completion date' is the study hours' for the unit of study:

For a single BSB41419 unit of study – The completion date for the training is based on 40 hours' study time and practical work from the commencement date.

- For the complete BSB41419 training program – The completion date for the program is based on 400 hours' study time and practical work from the commencement date.
 - For the MSS025008 unit of study - The completion date for the training is based on a minimum of 45 hours' study time and practical work from the commencement date.
 - MSS025008 and MSS027022 Skillset – The completion date for the training is based on a minimum of 90 hours' study time and practical work from the commencement date.
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- A student can apply for additional study time beyond the nominal hours in order to complete a training program. Study time is based on a study day of 7.5 hours. Application is made to the trainer/assessor for an extension of time. An extension will normally be given with the caveat that all studies must be completed within 24 months of the commencement of training.
 - A student who has not completed the training program at 24 months from commencement will be deemed to have withdrawn from the course of study.

Receiving Payments – Fees paid in advance

Fees are not normally accepted before a student commences training.

Withdrawal from Study without penalty – Cooling Off Period

- In the event of a student withdrawing from a unit of study before the commencement date of study - 90% of tuition fees paid for that unit will be refunded to the student.
- In the event of a student withdrawing from a unit of study after the course materials for that unit of study have been made available - no refund is applicable.
- Refunds will be paid within 30 days of the date of the unit of study to which the withdrawal applies.
- An application for withdrawal from a training program is made to the CEO Acoustar. (CEO Acoustar, PO Box 2127, Brookside Centre, Queensland 4053).

Recognition of Prior Learning

Students are entitled to apply for Recognition of Prior Learning for individual Units in our BSB41419 Work, Health and Safety and Noise Management study programs.

RPL time allowances are formally considered after the commencement of training and no additional fees are charged. Informal RPL discussion is available prior to commencement or enrolment.

VET FEE-HELP or STUDENT LOANS

Acoustar does not offer training programs that are eligible for VET FEE-HELP or Student Loans.

Loans, Delayed Payment and Subsidies

Acoustar does not offer loans, delayed payments or subsidies for training programs.

Return of materials

A student withdrawing from a training program without payment of fees must return any electronic intellectual property or physical materials provided by Acoustar and have no usage rights to any of the materials. All property and materials must be immediately returned to Acoustar at the same time as the student applies for withdrawal from the training program.

Refund if Services Not Provided

The Student is entitled to a full refund of fees paid for services not provided by Acoustar in the event the:

- Arrangement is terminated early; or
- The RTO fails to provide the agreed services.

Application is made to the CEO Acoustar, for a refund of any fees paid. Refunds will be paid within 30 days of receiving a refund request.

CERTIFICATE FEES

Produce partial completion statement of attainment

No fee applies to produce a statement of attainment when the Student has partially completed the training program and must withdraw.

Re-print certification

Where the Student requests a new copy of his / her certification, the following fees apply:

- Statement of attainment \$25.00 plus GST
- Qualification (with academic transcript) \$40.00 plus GST

Re-submit fee and Re-assessment fee

No re-submit or re-assessment fees apply.