

## 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](http://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.

### Individual Units

Individual BSB41415 Work, Health and Safety Certificate IV units can be studied separately from taking the complete Certificate program.

### 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 BSB41415 COURSE	All 10 Units below	\$1480.00
BSBWHS402	1 Unit	\$148.00
BSBWHS403	1 Unit	\$148.00
BSBWHS404	1 Unit	\$148.00
BSBWHS405	1 Unit	\$148.00
BSBWHS406	1 Unit	\$148.00
BSBWHS409	1 Unit	\$148.00
BSBCMM401	1 Unit	\$148.00
BSBMGT403	1 Unit	\$148.00
BSBRSK401	1 Unit	\$148.00
BSBSUS401	1 Unit	\$148.00
MSS025008 Monitor and Evaluate Noise (Level 5 AQF)	1 Unit	\$1480.00
MSS025008 Monitor and Evaluate Noise (Level 8 AQF) includes one (1) specialist module	1 Unit	\$2240.00
MSS027008 Coordinate noise management activities (Level 8 AQF)	1 Unit	\$1480.00
MSS025008 and MSS027008 above offered as a 'Noise Management' Skillset (Level 8, AQF)	2 units	\$3720.00

Notes to Table 1:

All fees are GST Exempt

Level 8 specialist modules are charged at \$760 each.

## 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 (your 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 BSB41415 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 BSB41415 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 75 hours' study time and practical work from the commencement date at AQF Level 5 and 100 hours at Level 8.

For the MSS027008 unit of study the completion date for the training is based on 50 hours' study time and practical work at Level 8.

MSS025008 and MSS027008 Skillset – The completion date for the training is based on 150 hours' study time and practical work from the commencement date.

- Study time may be reduced due to the grant of Recognition of Prior Learning.
- The period of time during which the unit of study is undertaken includes any normal study breaks, assessment or examination periods.
- 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 12 months of the commencement of training.

#### **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.

#### **Recognition of Prior Learning**

Students are entitled to apply for Recognition of Prior Learning for individual Units in our BSB41415 Work, Health and Safety and MSS11 Noise Management study programs. Approval of RPL can reduce study time or assist in gaining entry to a training program. Examinations and assessments applicable to the chosen training program are still required. RPL documentation is available on the Acoustar website. 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.