

## Statement of Fees & Funding Information 2022

AQF Qualifications  No GST charged	Tuition Fee Types			Material Fee  (Includes GST)
	Skills First Funded	Concession or JobTrainer Skills First Funded	Fee for Service  Not eligible for government funding	
CHC33015 - Certificate III in Individual Support <sup>1</sup>  <i>*JobTrainer Priority Course</i>	\$0	\$0	\$6,000	\$100 – Digital  Online (Canvas) Assessment & Learner Resources + T-shirt  \$200 – Printed  Printed Assessment & Textbook + T-shirt
CHC30121 - Certificate III in Early Childhood Education and Care <sup>2</sup>  <i>*JobTrainer Priority Course</i>	\$0	\$0	\$6,500	\$200  Paper Assessment PDF Learner Resource + T-shirt
CHC50121 - Diploma of Early Childhood Education and Care <sup>3</sup>  <i>*JobTrainer Priority Course</i> <i>*VET Student Loans Available</i>	\$0	\$0	\$8,400	\$200  Paper Assessment PDF Learner Resource + T-shirt
BSB30719 - Certificate III in Work Health Safety			\$2,400	\$0
BSB41419 - Certificate IV in Work Health Safety <sup>4</sup>	\$0	\$0	\$3,000	\$50  Paper Assessment and Online (Canvas) Learner Resource

All programs are considered current unless "Superseded" is documented.

Nationally Recognised training is GST free. The student tuition fees as published are subject to change given individual circumstances at enrolment and details of any other fees including but not limited to student services, amenities, goods, or materials. At the CEO's discretion, fees can be waived for any student prior to, during, or post training and assessment.

<sup>1</sup> Approximate government contribution - 715 hours x \$8.75 / hour = \$6,256.25

<sup>2</sup> Approximate government contribution - 888 hours x \$7.25 / hour = \$6,438

<sup>3</sup> Approximate government contribution - 1,998 hours x \$6.25 / hour = \$12,487.50

<sup>4</sup> Approximate government contribution - 460 hours x \$6.75 / hour = \$3,105



Skill Sets & Short Courses	Tuition Fee Types			
	JobTrainer Skill Set	Concession Skills First Funded	Skills First Funded	Fee for Service (No government funding)
No Material fees charged No GST charged				
<b>CPR</b> HLTAID009 Provide cardiopulmonary resuscitation				\$50
<b>First Aid Level 2</b> HLTAID011 Provide first aid AND HLTAID009 Provide cardiopulmonary resuscitation				\$110
<b>Childcare First Aid</b> HLTAID012 Provide an emergency first aid response in in an education and care setting AND HLTAID009 Provide first aid AND HLTAID011 Provide cardiopulmonary resuscitation				\$130
<b>Food Handlers Certificate – Level 1</b> SITXFSA001 Use hygienic practices for food safety				\$60
<b>BSBSS00095 – Cross-Sector Infection Control Skill Set</b>				\$450

## Skills First Government Funded Programs

You may be eligible for a government-subsidised place through the Skills First Funding Program and the JobTrainer Initiative. If you are eligible, the government will contribute to the cost of your training. This amount is paid directly to MCFE to cover a portion of costs associated with training.

Use the quick reference guide to check your individual eligibility for each tuition fee.

There are limitations to using Victorian government funding. You need to make sure you are using your funding for the right course, as it may affect your access to future government funding (as per the eligibility in the quick reference guide).

If you want further course information call 1300 368 883 or email [info@mcfecollege.com.au](mailto:info@mcfecollege.com.au)

## Cooling Off Period – Government Funded Enrolments

If you request to withdraw from your program, during the cooling off period, we will not report your enrolment, access your funding, or charge tuition fees.

- Qualifications' cooling off period is the first 2 sessions
- Skills sets' cooling off period is 24 hours after you started your first session or commenced learning and/or assessment online.



## Skills First Funding Eligibility - Quick Reference Guide

Tuition Fee Types	AQF Qualifications		
	Skills First Funded	JobTrainer Priority Course	JobTrainer
Eligibility criteria for Skills First funded Programs			
Applicable programs at MCFE	Cert III Individual Support Cert III ECEC Diploma ECEC Cert IV WHS	Cert III Individual Support Cert III ECEC Diploma ECEC	Cert IV WHS
Must be an Australian citizen or Permanent Resident, or a New Zealand citizen	✓	✓	✓
Live in Victoria and is not currently enrolled in high school	✓	✓	✓
17 to 24 years old OR Job seeker of any age <sup>5</sup>			✓
Must be upskilling to a higher qualification  Unless under 20 years of age on January 1st of this year	✓ <i>Exemptions available if you do not meet this criteria</i>		
Two at a level in a lifetime <sup>6</sup>	✓ <i>Exemptions available if you do not meet this criteria</i>		
Max 2 programs at one time <sup>7</sup>	✓	✓	✓
Max 2 AQF qualifications enrolments in one year	✓	✓	✓
Max 2 skill set enrolments in one year			
Max of 1 JobTrainer skill set and 1 JobTrainer Qualification		✓	
17 years and older	✓	✓	✓

✓ Indicates the eligibility criteria applies to the tuition fee type for the respective program.

 Grey box indicates eligibility criteria is not applicable

MCFE has limited allocations for JobTrainer and Eligibility Exemptions

<sup>5</sup> Job seeker evidence = concession card or separation certificate

<sup>6</sup> You can only enrol in 2 funded qualifications at the same AQF level in your lifetime regardless of completion. Recommencing the same qualification or transitioning to updated qualification does not count.

<sup>7</sup> You can only be completing 2 funded programs at one time

## Concession

Concession fees will be 20% of the published standard tuition fee. Concession fees apply to programs at the Certificate IV level and below (including skill sets). We will sight and retain evidence of your entitlement to receive a concession.

Valid concession means, prior to the commencement of training, holds a current and valid:

- a) Health Care Card issued by the Commonwealth;
- b) Pensioner Concession Card; or
- c) Veteran's Gold Card.

A dependant spouse or dependent child of a card holder is also entitled to the Fee Concession

## Payment Options

### Skills Sets & Short courses & Material fees

These are paid online after completing enrolment via Stripe our online payment system. Material costs must be paid prior to commencing studies and/or practical training. If you pay after session 1 you will be required to cover postage and handling of \$25.

### Qualifications & Payment Plans

Payment plans are via direct debit arrangement, with fortnightly debits over the duration of your course. You will be sent an invoice and email with a "gocardless" link to a payment plan mandate that will require you to enter your name, email and bank details. If you would like to pay in one payment via credit card, request a credit card link from [finance@mcfce.com.au](mailto:finance@mcfce.com.au). Payment plans cannot be attached to a credit card.

If you withdraw/cancel at any point within your set course duration, you will not be charged for subsequent months of the payment plan and the payment plan will be cancelled. We must receive a formal cancellation/withdrawal email to cancel the payment plan.

## Fee protection

We do not accept more than \$1,000 prior to commencing your course, or once commenced no more than \$1,500 in advance of services delivered.

## Reassessment Fees

We cannot guarantee that you will successfully complete your training course. Successful completion is dependent on your skills and knowledge. You may receive a Not Yet Competent (NYC) mark and need to undergo reassessment. A student will not be charged a reassessment Fee if they are assessed as NYC during the in-class reassessment process and can complete reassessment in the scheduled catch-up classes. If a student is required to book in a reassessment to be conducted outside of class time, a reassessment fee may apply.

- Hourly reassessment fee for oral questioning may be charged at \$60 per hour required
- Reassessment for Theory Assessments may be charged at \$100 per assessment.
- Reassessment for Practical Assessment may be charged at \$200 per assessment.
- Reassessment for a Practical Placement Visits may be charges at \$200 per visit required to the workplace
- If a student books a reassessment session outside of their regular class time and they fail to attend without good reason, such as a medical condition supported with documentary evidence, the student may be charged a \$50 administration fee for rebooking the session.
- Students that have missed more than 20% classes, without a valid and approved reason and require catch up sessions with the trainer and assessor may be charged a reassessment/training fee of \$60 per hour.
- Reassessment fees are GST Free

## Other Fees and Charges

- Recognition of Prior Learning (RPL): \$250 application and assessment fee. Each additional hour of assessment \$60
- Replacement certification fee: \$20
- Postage of books after session 1: \$25 within Victoria.
- External Appeals – see student handbook

MCFE may charge for additional services for an individual student or group. If these are to be charged, they will be provided to the student, or person/business covering the cost of the individuals/groups training (etc) **prior** to enrolment. Such charges could include, but are not limited to: room hire fees, interpreters, travel and accommodation charges, increased rates – should groups decrease in size, one-one tutoring services, other educational support services.

## Traineeships & Group Bookings

Where the employer can arrange for group training in the workplace for traineeships, discounts can be applied to tuition fees charged for Skills First Funded Trainees. Group training is when each employee is available for training at the same time. When groups reach 5 enrolled trainees, subsequent enrolments in the same group will have their funded tuition fees waived and fee for service students will have a 50% discount on tuition fees.

If employers send their trainees to our group classes at our Spencer Street campus, 100% of tuition fees can be waived for skills first funded trainees and a 50% discount applied for fee for service trainees. Workplace visits will still be undertaken in your venue at no extra cost.

Tuition fees are paid on a direct debit payment plan over the duration of the course, each month in arrears. If a trainee withdraws at any point, you will not be charged for subsequent months and the payment plan will be cancelled. We must receive a formal cancellation/withdrawal email to cancel the payment plan.

### Group Bookings for short courses (\$300 deposit)

Please book with Head Office prior to it commencing. Minimum numbers of 10 (if students drop out will still be charged for 10 minimum). Funds can be refunded if cancellation is more than 48 hours' notice in advance. If you need to reschedule the training date, with less than 48 hours' notice this may incur a \$300 charge (to cover trainer costs). Certificates will not be released until all payments are made.

\*Travel: where trainers need to travel more than 100km an extra \$30 per head per will be charged to cover travel and accommodation where required. If two trainers are required additional charges may be incurred.

## Refunds

Students that want to apply for a refund should email their request to [info@mcfe.com.au](mailto:info@mcfe.com.au) The request will be considered - eligibility for refund and amount of any refund will be determined by the head office. Students are advised of the decision within 5 business days via email. Refunds for courses are provided on the following basis:

### Full refund of tuition fees & material fees:

- MCFE cancels the course
- Student cancellation requests received within the cooling off period for qualifications only – *Please note this excludes material fees where materials have been collected*

### **Partial refund of tuition fees:**

- Formal withdrawals seeking a refund, can receive a refund of tuition fees paid for classes/assessments not yet commenced as per the class schedule, from the date withdrawal and refund has been requested. Tuition fees will be divided by no. of classes on schedule.

### **No refund:**

- Materials fees – where you have collected the materials
- Training that has already been delivered
- Short courses and skill sets already delivered
- Short courses and skill sets enrolled longer than 4 weeks

Students unhappy with this decision may access the complaints and appeals process.

## **Further Conditions**

Participation is required for all courses; we cannot guarantee employment or completion. Training is conducted at U39, 617-643 Spencer Street, West Melbourne (our head office), rented rooms around Victoria, or at your employer's venue.

Please refer to the student handbook and specific course brochure which provides detailed course information including estimated course duration, expected locations for delivery, expected modes of delivery, name and contact details of any third party that may provide training and assessments, and related educational support services and any work placement arrangements

## **Service Guarantee**

MCFE will fully complete the training and assessment for any student once they commenced, if the student has paid all required fees, the student has followed MCFE policies and procedures, the student has attended required classes and is within qualification duration timeframes.