

Statement of Fees and Payment Plan

Course Current unless otherwise stated with 'superseded'	Tuition Fee Type	Amount	Materials Inc GST	TOTAL	Materials discount if paid prior to course commencing	Discount (details of discount PTO)	Mode of delivery	Scheduled Hours (Incl self-paced and work placement) and average duration	Max possible government contribution
Cert 3 - INDIVIDUAL SUPPORT [CHC33015] Certificate III in Individual Support <i>Face to face delivery</i>	Government Funded	\$0	\$99	\$99	N/A	N/A	Face to face classes (29 sessions) Online and Self-paced learning Practical placement (120 hours)	722 hours 10 months	715 hrs @ \$8.5 p/hr
	Fee for Service	\$3,400	\$99	\$3,499	N/A	<i>\$500 upfront + payment plan</i> Was \$3499 \$500 off - Now \$2999			
[CHC33015] Certificate III in Individual Support <i>Blended delivery</i>	Government Funded	\$0	\$99	\$99	N/A	N/A	Face to face classes (6 sessions) Online learning (32 sessions) Self-paced learning Practical placement (120 hours)		
	Fee for Service	\$2,600	\$99	\$2,699	N/A	N/A			
Cert 3 – CHILDCARE [CHC30113] Certificate III in Early Childhood Education and Care	Government Funded	\$0	\$140	\$140	\$99	N/A	Face to face classes (32 sessions) Online learning Self-paced learning Practical placement (120 hours)	960 hours 12 months	888 hrs @ \$7 p/hr
	Fee for Service	\$3600	\$140	\$3740	\$99	<i>\$500 upfront + payment plan</i> Was \$3740 \$500 off - Now \$3240			
Diploma – CHILDCARE [CHC50113] Diploma of Early Childhood Education and Care	Gov. Funded	\$0	\$260	\$260	\$99	N/A	Face to face classes (46 sessions) Online learning Self-paced learning Practical placement (240 hours)	2070 hours <i>Up to 15 months, dependent on CT units</i>	1998 hrs @ \$6p/hr
	Gov. Funded - CHC30113 Credit Transfer (CT)	\$0	\$140	\$140	\$99	N/A			
	Fee for Service (VET Student Loans available if eligible)	\$8,400	\$260	\$8,660	\$99	N/A			
	Fee for Service - CHC30113 Credit Transfer (CT)	\$4,800	\$140	\$4,940	\$99	N/A			
Cert 3 - WHS [BSB30715] Certificate III Work Health safety (superseded)	Government Funded	\$0	\$50	\$50	N/A	N/A	Face to face classes (12 sessions) Self-paced learning	310 hours 8 months	342 hrs @ \$6.5 p/hr
	Fee for Service	\$2000	\$50	\$2050	N/A	<i>\$500 upfront + payment plan</i> Was \$2050 \$200 off Now - \$1850			

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Cert 4 – WHS [BSB41419] Certificate IV Work Health Safety	Government Funded	\$0	\$50	\$50	N/A	N/A	Face to face classes (12 sessions) Self-paced learning	428 hours 4 months	470 hrs @ \$6.5 p/hr
	Fee for Service	\$2000	\$50	\$2050	N/A	\$500 upfront + payment plan Was \$2050 \$200 off - Now \$1850			
22313VIC Certificate IV in Tertiary Preparation (Social Media and Marketing Stream)	Gov. Funded	\$0	\$40	\$40	N/A	N/A	Face to face classes (18 sessions) Self-paced learning	525 hours 8 months	690 hrs @ \$7 p/hr
	Fee for Service	\$2200	\$40	\$2240	N/A	\$500 upfront + payment plan Was \$2240 \$500 off - Now \$1740			
Cert 3 - Comm Cookery Apprenticeship (SIT30816 – Certificate III in Commercial Cookery)	Gov. Funded	\$0	\$550	\$550	N/A	N/A	Face to face classes (42 sessions) Self-paced learning	907 hours 24 - 36 months	945 hrs @ \$14 p/hr
	Fee for Service	\$11,500	\$550	\$12050	N/A	N/A			
Cert 3 – Business Traineeships [BSB30115] Certificate III in Business	Gov. Funded	\$0	\$60	\$60	N/A	N/A	Workplace based learning (14 sessions) Self-paced learning	605 hours 10 months	550 hrs @ \$8 p/hr
	Fee for Service	\$4000	\$60	\$4,060	N/A	N/A			

*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.

*Concession rates have not been listed as they do not apply to fee for service student rates or material fees. If a Skills First funded student was charged a tuition fee, they would be entitled to a concession rate which is 20% of the stated fees.

Individual Units and Short Courses (No GST charged) Current unless otherwise stated with 'superseded'	Full Fee
[RIIWH205D] + [RIIWH302D] Traffic Control Course Both units are required for traffic controllers. Refresher Training \$160	\$350
[CPCWHS1001] Prepare to work safely in the construction industry (Red/White card)	\$160

Enrolling in Government Funded Courses

If eligible for a government funded position under the Skills First Contract, the Victorian government will contribute a dollar amount per nominal hour of your course. This amount is paid directly to the training organisation to cover a portion of costs associated with training. If you are enrolling in a Government Funded course, please be aware that:

- You can begin up to two Government subsidised courses in one year (including Foundation Skills Courses). This includes courses at other training providers.

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HLTAID001 Perform CPR	\$50
HLTAID003 Apply First Aid AND HLTAID001 Perform CPR	\$110
HLTAID004 Provide first aid in an education and care setting AND HLTAID003 Apply First Aid AND HLTAID001 Perform CPR	\$130
22282VIC Course in the Management of Asthma Risks and Emergencies in the workplace	\$50
SITXFSA001 Use hygienic practices for food safety - Food Handlers Certificate – Level 1	\$50

Payment Options

We will send you an individual fee statement after your Pre-Training Review and enrolment. Partial fees will need to be paid prior to starting training.

Internet Banking

Account name: iAscend Tafe Pty Ltd
Bank: Commonwealth Bank of Australia

BSB: 063 188

Account number: 10289985

Reference: YOUR FULL NAME

Email us a bank receipt when you have transferred.
finance@mcf.edu.au

Direct Debit – Payment Plans

Complete the “Payment Plan” attached to this document in full and email to info@mcf.edu.au.

Payment plans must be attached to your bank account not a credit card. The cost of the course will be distributed over the proposed duration of the course, if you complete earlier the remainder will be required to be paid prior to receiving your certificates. No certificates will be provided until full-payment is made.

Credit Card

You can pay also over the phone 1300368883. Portable EFTPOS machines may also be available at enrolment if requested in advance.

Cash

We DO NOT accept cash payment for fees unless they are made directly at our office at the U39 / 617 - 643 Spencer Street West Melbourne. However, you should note that there is more personal risk to you should you choose to carry large amounts of cash.

If you still wish to pay cash you can do so from a Commonwealth Bank and ask for them to deposit the cash directly into our account mentioned above. Please note that your name must be submitted with the payment so we know it belongs to you.

Our office is open Monday to Friday from 9am – 5pm to make payments.

VET Student Loans

VSL students should refer to the VSL page on our website

- You can do up to two government subsidised courses at the same time. (These limits may not apply to Apprenticeships.)
- You can begin up to two Government subsidised courses at the same qualification level (other than Foundation Skills) in your lifetime, regardless of whether you complete them. There is no lifetime limit on the number of Foundation Skills courses you can begin.

Other eligibility criteria may also apply. You can check your eligibility via the Victorian Skills Gateway website.

Payment of Fees and Payment Plans

Fees can be paid up-front, via a payment plan or online via links on our website. Our office can also email these links to you. Payment is to be made on completion of enrolment form. Government funded students will need to complete a Pre-Training Review prior to the enrolment and payment links being sent.

Payment of Fees and Payment Plans (continued)

MCFE does not accept payment of more than \$1500 from each individual student prior to the commencement of the course. Material fees can be added to a payment plan. Payment plans can be used for any fees \$100 or more, with a minimum fortnightly direct debit of \$20. If you elect to pay your fees through a payment plan, the form attached on the last 2 pages must be completed in full during your pre-training review and lodged with your enrolment documentation or emailed to finance@mcf.edu.au

Payment plans must be completed prior to course commencement, the first payment will be deducted on the first Thursday after your first day of training. The payment plan cannot extend past your last class delivery date. Payment plans will have fortnightly deductions. If a direct debit/payment plan bounces, you must arrange to have the payment reimbursed within 7 days.

No concession rate is listed as MCFE is not charging tuition fees to government funded students. Materials fees are the same cost for all students and are made up of the costs for learner resources and other equipment required whilst training. Material Fees are non-negotiable and must be paid in full.

You cannot commence training unless you have paid fees or completed a payment plan.

Discounts

Material Fees – Material fees reduced to \$99 if paid up front before course commences. Applicable to Early Childhood Education and Care classes only

Full Fee Students - Pay \$500 upfront and receive discount for Fee for service certificate level course (Diploma not included).

Upfront constitutes – \$500 paid after enrolment on the first Thursday after your first class + the signed and completed payment plan with bank account details provided for further direct debit.

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Other Fees and Charges:

- Postage of books after purchase, if not picking up from the office or your first class \$12 within Victoria. (inclusive of GST)
- Polo shirt: \$20 (inclusive of GST)
- Recognition of Prior Learning (RPL) - \$250 application and assessment fee (GST Free)
 - additional hour of RPL assessment - \$60 per hour (hours dependent on individual student circumstances)
- Replacement certificate fee: \$20 (inclusive of GST)

We may charge for additional services for an individual student or group. If any charges are applicable, 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 or Other educational support services
- *all inclusive of GST

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 \$100 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 \$50.00 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 exclusive of GST.

Refund/withdrawal from course

We will endeavour to complete the training and/or assessment once the student has commenced study in their chosen qualification or course to the best of our ability. No refunds are generally provided for training that has already been delivered. If we cancel a course, a refund of all fees is paid to the student or client, unless satisfactory alternative arrangements can be made.

Refund requests received up to 10 working days prior to commencement of a course will be approved and a full refund, minus \$50 to cover administration costs, will be paid. No refunds will be paid if cancellation/withdrawal requests are received less than 10 working days prior to the commencement of, or after the commencement of.

If a refund is approved because a class was badly conducted or a trainer has not met expectations, and the student has attended at least two (2) classes, a full refund will be made. If a student attends at least 1 class and then requests a refund on grounds other than class conduct, no refund will be made. Special consideration can be given to individual circumstances at the discretion of the Operations Manager or CEO. VSL students should refer to the VSL page on our website. Refunds requests must be completed in writing using the form on our website and emailed or posted to the head office.

Recommencement Fees

If you decide to re-commence in a course you have previously withdrawn from, there will be further costs associated. A \$50 administration fee will be applied to retrieve your file from archive. If you require any reassessment, please review the costs outlined in the reassessment section. If there has been a change of student materials, you will need to pay the material fees associated with the returning course.

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If you are no longer eligible for government funding when you re-enrol, you will be required to pay either \$200 per unit for any that need to be completed to finish your qualification or total tuition fee, whichever is the lowest amount.

Certificates and Statement of Attainments.

Certificates for completed qualifications/courses will only be released once fees are paid in full. We can only release statements of attainments if full material fees have been paid and for full fee students, the tuition fees have been paid for each completed units based on cost of \$200 per unit.

Workplace based training and Traineeships

Due to the increased cost of delivering training in the workplace we will charge the employer a set amount dependent on the specific workplace needs and number of employees to be trained. This cost will be quoted to the employer on completion of the pre-training review and a contract will be signed prior to commencing any workplace-based training and traineeships. This amount will be **in addition** to standard fees and Skills First Contract eligibility as published.

Group Bookings

Please book with Head Office prior to it commencing. We will send the employer an invoice and collect a \$300 deposit prior to commencing the training. Minimum numbers of 10 (if students drop out will still be charged for 10 minimum). Funds can be refunded if cancellation is more than 24 hours' notice in advance. If you need to reschedule or cancel the training date, with less than 24 hours' notice this may incur a \$300 charge – to cover trainer cost.

Specific Training and Assessment Details

Please refer to the specific course brochure which provides detailed course information including:

- Estimated course duration
- Expected locations for delivery
- Expected modes of delivery (all classes include face-to-face sessions)
- and related educational support services
- Any work placement arrangements

Enrolment Letters

Students will receive a confirmation of enrolment letter (emailed), when they attend their first class and all material fees have been paid in full, as well as pre-training review and all documentation completed.

Locations of Courses

All of our courses are conducted via face-to-face training sessions in a scheduled class; timetables can be requested from the office prior to enrolment. We do not allow distance training. Attendance is required for all courses. Training is conducted 62-64 Little Latrobe Street, 333 Flinders Lane, 617 Spencer Street or 9 Tuscan Court Thomastown or we hire community rooms and other venues in areas around Melbourne, these vary depending on room availability. The head office is located at u39 / 617 - 643 Spencer Street West Melbourne, 3003.

Complaints and Appeals

MCFE recognises that students will occasionally have a grievance or complaint concerning their courses or other administrative matters. MCFE is committed to ensuring a clear, fair and equitable process aimed at positive resolutions and the restoration of positive and cooperative relationships. Please refer to your student handbook for further information on how to lodge a complaint or appeal.

Please note: We cannot guarantee employment

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Payment plans can be used for any fees \$100 or over, with a minimum fortnightly direct debit of \$20. Instalments against both the full enrolment and material fee are set out over the duration of the course face-to-face timetable.

Request and Authority to debit the account named below to pay iAscend Polytechnic Pty Ltd trading as MCFE

Request and Authority to debit	<p>Full Name: _____ (“you”) request and authorise iAscend Polytechnic Pty Ltd Debit User ID 260718 to arrange, through its own financial institution, for any amount iAscend may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid to the Debit User, subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].</p>
Payment Plan type (please tick)	<ul style="list-style-type: none"> <input type="checkbox"/> Certificate III in Individual Support – Government funded student \$99 material fees paying \$19.80 over 5 fortnights. <input type="checkbox"/> Certificate III in Individual Support – Full fee student <u>with</u> tuition discount \$2400 for tuition and \$99 for material fees paying \$124.95 over 20 fortnights. <input type="checkbox"/> Certificate III in Individual Support – Full fee student without tuition discount \$3400 for tuition and \$99 for material fees paying \$174.95 over 20 fortnights. <input type="checkbox"/> Certificate III in Individual Support (Blended Delivery) – Full fee student \$2600 for tuition and \$99 for material fees paying \$134.95 over 20 fortnights. <input type="checkbox"/> Certificate III in Early Childhood – Government funded student \$140 for materials paying \$14 over 10 fortnights. <input type="checkbox"/> Certificate III in Early Childhood – Full fee student <u>with</u> tuition discount <ul style="list-style-type: none"> <input type="checkbox"/> \$2600 for tuition ONLY paying \$130 over 20 fortnights. <input type="checkbox"/> \$2600 for tuition and \$140 for materials paying \$137 over 20 fortnights. <input type="checkbox"/> Certificate III in Early Childhood – Full fee student without tuition discount <ul style="list-style-type: none"> <input type="checkbox"/> \$3600 for tuition ONLY paying \$187 over 20 fortnights. <input type="checkbox"/> \$3600 for tuition and \$140 for materials paying \$187 over 20 fortnights. <input type="checkbox"/> Diploma of Early Childhood - Government funded student \$260 for materials paying \$20 over 13 fortnights. <input type="checkbox"/> Diploma of Early Childhood – Full fee student <ul style="list-style-type: none"> <input type="checkbox"/> \$8400 for tuition ONLY paying \$280 over 30 fortnights. <input type="checkbox"/> \$8400 for tuition and \$260 for materials paying \$288.67 over 30 fortnights. <input type="checkbox"/> Diploma of Early Childhood (CT) - Government funded student \$140 material fees paying \$20 over 7 fortnights. <input type="checkbox"/> Diploma of Early Childhood (CT) – Full fee student <ul style="list-style-type: none"> <input type="checkbox"/> \$4800 for tuition ONLY paying \$240 over 20 fortnights. <input type="checkbox"/> \$4800 for tuition and \$140 for materials paying \$247 over 20 fortnights. <input type="checkbox"/> Certificate III in WHS – Full fee student <u>with</u> discount \$1300 for tuition and \$50 material fees total paying \$90 over 15 fortnights. <input type="checkbox"/> Certificate III in WHS – Full fee student without discount \$2000 for tuition and \$50 material fees total paying \$128.15 over 16 fortnights. <input type="checkbox"/> Certificate IV in WHS – Full fee student <u>with</u> discount \$1300 for tuition and \$50 material fees total paying \$90 over 15 fortnights. <input type="checkbox"/> Certificate IV in WHS – Full fee student without discount \$2000 for tuition and \$50 material fees total paying \$128.15 over 16 fortnights. <input type="checkbox"/> Certificate IV in Tertiary Preparation – Full Fee student <u>with</u> discount

