

## Statement of Fees

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.

<b>Tuition Fees</b> (Material fees will be in addition to this cost)				
<b>Qualification</b> Current unless otherwise stated with 'superseded'	<b>Tuition Fee Type</b>	<b>Cost</b>	<b>Discount with concession card</b>	<b>Approximate government contribution</b>
CHC33015 - Certificate III in Individual Support <i>Classroom or Zoom delivery</i>	Skills First Funded Job Trainer funding can be accessed	\$0	\$0	715 hours x \$8.50 / hour = \$6 077.50
	Fee for Service	\$6 000	\$3 000	
CHC30113 - Certificate III in Early Childhood Education and Care (superseded) <i>Classroom delivery</i>	Skills First Funded Job Trainer funding can be accessed	\$0	\$0	888 hours x \$7 / hour = \$6216
	Fee for Service	\$6 240	\$3 120	
CHC50113 - Diploma of Early Childhood Education and Care (superseded) <i>Classroom or Zoom delivery</i>	Skills First Funded Job Trainer funding can be accessed	\$0	\$0	1,998 hours x \$6 / hour = \$11,988
	Fee for Service <i>(VET Student Loans available if eligible)</i>	\$8 400	N/A	Not funded
CHC50113 - Diploma of Early Childhood Education and Care (superseded) (Credit Transfer - CHC30113 previously completed) <i>Classroom delivery</i>	Skills First Funded Job Trainer funding can be accessed	\$0	\$0	1,510 hours x \$6 / hour = \$9,060
	Fee for Service <i>(VET Student Loans available if eligible)</i>	\$4 800	N/A	Not funded
BSB41419 - Certificate IV Work Health Safety	Government Funded	\$0	\$0	460 hours x \$6.50 / hour = \$2,990
	Fee for Service	\$3 000	N/A	Not funded
BSB30719 - Certificate III Work Health safety	Fee for Service	\$2 000	N/A	Not funded
BSBSS00095 - Cross Sector infection control skillset	Skills First Funded	\$0	\$0	30 hours x \$16.25 / hour = \$487.50

<b>Material Fees</b>	<b>Amount</b>
<b>Certificate III and Diploma of Early Childhood Education and Care</b>	
Option 1: Digital (includes PDF assessment and e-textbook)	\$100
Option 2: Printed (includes paper assessment and hardcopy textbooks)	\$300
<b>Certificate III in Individual Support</b>	
Option 1: Digital (includes assessment via Canvas LMS and e-textbook)	\$100
Option 2: Printed (includes paper assessment and hardcopy textbooks)	\$200
<b>Certificate IV in Work Health and Safety</b>	
Paper assessments and online Canvas (LMS) learner resources	\$50

All childcare and individual support students will receive an MCFE polo when requested to wear on placement once material fees have been paid.

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Individual Units and Short Courses (No GST charged)	Fee for Service
HLTAID001 Provide cardiopulmonary resuscitation	\$50
HLTAID003 Provide first aid <b>AND</b> HLTAID001 Provide cardiopulmonary resuscitation	\$110
HLTAID004 Provide an emergency first aid response in in an education and care setting <b>AND</b> HLTAID003 Provide first aid <b>AND</b> HLTAID001 Provide cardiopulmonary resuscitation	\$130
SITXFSA001 Use hygienic practices for food safety - Food Handlers Certificate – Level 1	\$50

### Government Funded Courses:

MCFE has access to **Skills First funding** and **Job Trainer funding** for specific courses as listed in the table.

Generally, you are eligible for a **Skills First government-subsidised training** place if you are:

- an Australian citizen
- an Australian permanent resident (holder of a permanent visa)
- a New Zealand citizen

**and** are any of the following:

- under 20 years of age on the 1st of January this year
- seeking to enrol in a foundation skills list course (and do not hold a Diploma or above qualification or are receiving core skills training in other sectors)
- seeking to enrol in VCE or VCAL.
- seeking to enrol in an apprenticeship.
- 20 years and older and 'upskilling' by seeking to enrol in a course at a higher level than your existing qualification. **(This does not apply if eligible for a Job Trainer funded place)**

#### Further Eligibility criteria:

- You can begin up to two government subsidised courses in one year.
- 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. **(This does not apply if eligible for a Job Trainer funded place)**
- If you are enrolled at a school, you will not be able to receive a government-subsidised training place, unless you are undertaking the course as part of a school-based apprenticeship or traineeship.

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## Job Trainer Funding

MCFE currently has access to limited Job Trainer places for the following qualifications:

- CHC33015 – Certificate III Individual Support
- CHC30113 – Certificate III in Early Childhood Education and Care
- CHC50113 – Diploma of Early Childhood Education and Care
- BSB41419 – Certificate IV in Work Health and Safety

If you were not eligible for Skills First funding because you did NOT meet the “upskilling” requirement or “two at a level in a lifetime” you could get an exemption under the Job Trainer fund if you are:

- 17-24 or
- A job seeker of any age (evidence required such as concession card or separation certificate)

Other eligibility criteria and/or exemptions may apply. Student can only access the JobTrainer initiative once. Different criteria applies if you are recommencing a previous JobTrainer enrolment. Contact our office for further information.

## Cooling off period – Government funded enrolments

If a student requests to withdraw from their course during the cooling off period (first 2 sessions) we will not report their enrolment or charge tuition fees.

## Payment options

We **only** accept online payments

**Material fees** are paid online when completing enrolment via Stripe, our online payment system. Payments for materials must be paid for prior to your first class or at your first class. Materials will be distributed on this day. If you pay after session 1 you will be required to cover postage and handling of \$25.

Payment links are available on our website and will also be sent in an email with your invoice if not paid at enrolment.

**Short courses** are paid online after completing enrolment via Stripe our online payment system.

**Full Qualifications** Tuition fees are paid via direct debit payment plan (gocardless), with fortnightly debits over the duration of your course. This link will be emailed to you after your invoice. Payment plans cannot be attached to a credit card. *We cannot accept more than \$1000 prior to commencing your course.*

## 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.

## Workplace based training and traineeships

Due to the increased cost of delivering training in the workplace, MCFE will charge the employer a set amount dependent on the specific workplace needs and number of employees to be trained. This cost will be provided to the employer in their contract and pre-training review prior to commencing any workplace-based training and traineeships.

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## 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:

- Postage of books after purchase, if not picking up from the head office, is \$25 within Victoria.
- Recognition of Prior Learning (RPL) - \$250 application and assessment fee. Each additional hour of assessment \$60
- Replacement certification fee: \$20
- Concession fee /discount is 20% of the standard tuition fee for a government subsidised student enrolled in an eligible qualification.
- Concession fee/discount for full fee students is applicable in some courses, not all. Refer to tuition fee table on first page for details.
- External appeals – see student handbook.
- MCFE branded polo for practical placement \$20 (includes postage and handling)

Fees are subject to change based on market conditions, individual student circumstances and changes to Government Funding. 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.

## Service Guarantee

MCFE will fully complete the training and assessment for any student once they commenced, if the student has:

- paid all required fees.
- followed MCFE policies and procedures.
- attended required classes; and
- is within qualification duration timeframes.

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## Refunds

Students that want to apply for a refund should email the request to [info@mcfe.com.au](mailto:info@mcfe.com.au). The request will be considered, and eligibility and amount of any refund 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 up to the second session/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 can access the complaints and appeals process

## Further Conditions

Material costs **must** be paid prior to commencing studies and/or practical training. If eligible for a government funded position under 'Skills First', the Victorian government may contribute a dollar amount per nominal hour of your course. This amount is paid directly to MCFE on to cover a portion of costs associated with training. Nationally Recognised training is GST free.

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), Melbourne or in hired community rooms and other venues in areas around Melbourne.

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. \*Prices may differ for workplace-based training, traineeships, and employees/employers.

Please refer to the 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.