

## Fees Overview

1. Nationally recognised training is GST free.
2. Material fees do incur GST, our material fees listed are inclusive of GST. Student can only select Paper material fees if in a classroom-based course. This option is not available for blended classes.
3. Printed Material Fees: Printed assessments + Online learner resources via canvas our LMS
4. 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.
5. At the CEO's discretion, fees can be waived for any student prior to, during, or post training and assessment
6. All programs are considered current unless "Superseded" is documented.
7. Concession = Skill first funded concession
8. Students self-identifying as Aboriginal or Torres Strait Islander will be eligible for a concession if applicable for their course/fee type
9. Fee for service = Not using/eligible for skills first funding
10. Footnotes list the approximate government contribution for each program. Approximate course payable hours multiplied by the government subsidy rate per hour.

AQF Qualifications	Tuition Fee Types			Printed Material Fees  No Material fees if selecting Digital Materials
	Skills First Funded	Concession	Fee for Service  Discounts apply for upfront payments	
CHC33021 - Certificate III in Individual Support <sup>1</sup>	\$250	\$50	\$4,000	\$150
CHC40221 - Certificate IV in School based Education Support <sup>2</sup>	\$200	\$40	\$5,000	NA – as materials are only available in digital format
CHC30121 - Certificate III in Early Childhood Education and Care <sup>3</sup>	\$250	\$50	\$5,000	\$150
CHC50121 - Diploma of Early Childhood Education and Care <sup>4</sup>	\$200	NA for Diploma	\$5,000	NA – as materials are only available in digital format

<sup>1</sup> CHC33021 - 950 hours x \$9/ hour = \$8,550

<sup>2</sup> CHC40221 - 877 hours x \$7.50 / hour = \$6,900

<sup>3</sup> CHC30121 - 1098 hours x \$7.50 / hour = \$8,235

<sup>4</sup>CHC50121 - 1,338 hours x \$6.50 / hour = \$8,697

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BSB41419 - Certificate IV in Work Health Safety <sup>5</sup>	\$200	\$40	\$3,000	\$150
BSB30719 - Certificate III in Work Health Safety			\$2,400	\$0
<b>Traineeships &amp; Skills Sets &amp; Short Courses</b>				
CHC30121 - Certificate III in Early Childhood Education and Care (Traineeship)	\$3000	\$600	\$6,500	\$150
CHC50121 - Diploma of Early Childhood Education and Care (Traineeship)	\$3000	\$0	\$6,500	\$150
<b>BSBSS00095 – Cross-Sector Infection Control Skill Set<sup>6</sup></b>	\$0		\$450	
<b>CHCSS00070 Assist Clients with Medication Skill Set<sup>7</sup></b>	\$0		\$850	
<b>CHCSS00105 Palliative Approach Skill Set<sup>8</sup></b>	\$0		\$850	
<b>CHCSS00114 Entry Into Care Roles Skill Set<sup>9</sup></b>	\$0		\$650	
<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 HLTAID009 Provide first aid AND HLTAID011 Provide cardiopulmonary resuscitation			\$130	
<b>Food Handlers Certificate – Level 1</b> SITXFSA001 Use hygienic practices for food safety (Superseded)			\$60	

<sup>5</sup> BSB41419 - 460 hours x \$7 / hour = \$3,220

<sup>6</sup> BSBSS00095 - 30 hours x \$19.50 / hour = \$585

<sup>7</sup> CHCSS00070 - 150 hours x \$8.75 = \$1,313

<sup>8</sup> CHCSS00105 - 115 hours x \$10.50 = \$1,208

<sup>9</sup> CHCSS00114 - 80 hours x \$10.50 = \$840

### Skills First Government Funded Programs

You may be eligible for a government-subsidised place through the Skills First Funding Program. 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.

#### Skills First Funding Eligibility Criteria - Qualifications and Skill Sets

1. Evidence of citizenship/residency, you must be either:
  - a. an Australian citizen;
  - b. a holder of a permanent visa; or
  - c. a New Zealand citizen
2. You can enrol in a maximum of 2 funded qualifications and 2 funded skills sets in one year
3. You can undertake up to 2 funded programs at one time
4. At MCFE we require you to be 17 and over and not enrolled in high school to access funding

#### Evidence of Citizenship/Residency

To ensure you are eligible for skills first funding we will sight and retain one of the following:

- Current green Medicare card
- Current Australian Passport
- Australian Birth Certificate (not Birth Extract)
- Current New Zealand Passport
- Australian Citizenship Certificate
- Australian Certificate of Registration by Descent
- New Zealand Birth Certificate
- New Zealand Citizenship Certificate
- A proxy declaration for individuals in exceptional circumstances as per Clauses 2.13 – 2.17 of the Guidelines About Eligibility
- Confirmation via the Visa Entitlement Verification Online System (VEVO) of permanent residence AND the student's foreign passport or ImmiCard
- Confirmation that the student meets the eligibility criteria for the Asylum Seeker VET Program.

#### Further Information

- Funding rules may differ slightly for courses on the foundation's skills list and apprenticeships.
- You must be living in Victoria whilst participating in the training.
- If you want further course information call 1300 368 883 or email [info@mcfe.com.au](mailto:info@mcfe.com.au) .

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## 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.

## Fee 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

## Discounts for Fee for Service Qualifications

We offer a range of discount for fee for service tuition fees, for qualifications.

- 30% discount of total tuition fees, If you pay \$1500 up front
  - This would be \$1000 when enrolling and \$500 after session 1
- 20% discount of total tuition fees, If you pay \$1000 up front
- 10% discount of total tuition fees, If you pay \$500 up front

Fees must be set-up on a direct debit payment plan via gocardless prior to starting their course.

## Payment Options

### Material Fees & Funded Tuition Fees

These are paid online after completing enrolment via Stripe our online payment system. Courses that have funded tuition fees over \$200 have the option to have the fees divided into 2 instalments over two months.

If you decide to move from paper resources to digital, we will refund you the material fee for the groups you have not received.

### Full-fee Paying 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 charged 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.
- Scheduled Support Session (SSS) may be charged at \$100 per hour session – if a student misses a class, they should catch-up with another class, if they request a SSS with their own trainer and this trainer is available a fee will be charged
- Reassessment fees are GST Free

## Other Fees and Charges

- Recommencement fee: \$100
- Recognition of Prior Learning (RPL): \$250 application and assessment fee. Each additional hour of assessment \$60
- Replacement certification fee: \$20
- Postage of resources 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 elect to send their trainees to our weekly student classes, 100% of tuition fees can be waived for skills first funded trainees and a 50% discount applied for fee for service trainees. This option is subject to availability of session and places. 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 - Printed materials to be returned for material fee refund.

### Partial refund of tuition fees & material 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.
- Materials fees – for the group of units not yet started and material not yet received.

### No refund:

- Materials fees – for the group of units commenced.
- Training that has already been commenced/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 students has attended required classes and is within qualification duration timeframes.