

Statement of Fees (Domestic Students)

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The fee guidelines are:

1. Concession = Skill first funded concession, including Asylum Seeker VET program
2. Students self-identifying as Aboriginal or Torres Strait Islander will be eligible for a fee waiver
3. Fee for service = Not using/eligible for skills first funding
4. Refunds apply as per the refund policy contained in this statement of fees
5. Nationally recognised training is GST free.
6. Material fees do incur GST, our material fees listed are inclusive of GST.
7. 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.
8. All programs are considered current unless "Superseded" is documented.
9. Footnotes list the approximate government contribution for each program. Approximate course payable hours multiplied by the government subsidy rate per hour.

Courses Fees	Enrolment Fee Paid at enrolment	Tuition Fee Types		
		Skills First Funded 10 Week Payment plan available	Concession	Fee for Service 25% discount for \$1000 upfront payments.
CHC40221 - Certificate IV in School Based Education Support ¹	\$100	\$400 Traineeship = \$1500	\$80 Traineeship = \$300	\$4,000
CHC30121 - Certificate III in Early Childhood Education and Care ²	\$100	\$400 Traineeship = \$1500	\$80 Traineeship = \$300	\$4,000
CHC50121 - Diploma of Early Childhood Education and Care ³	\$100	\$400 Traineeship = \$1500		\$4,000
Short Courses				Fee for Service
CPR - HLTAID009 Provide cardiopulmonary resuscitation				\$50
First Aid Level 2 HLTAID011 Provide first aid + HLTAID009 Provide cardiopulmonary resuscitation				\$130
Childcare First Aid HLTAID012 Provide an emergency first aid response in in an education and care setting HLTAID009 Provide first aid + HLTAID011 Provide cardiopulmonary resuscitation				\$130
Group Training – Not currently offering funded places				
CHC33021 - Certificate III in Individual Support ⁴				\$4,000
BSB41419 - Certificate IV in Work Health Safety ⁵				\$4,000
BSB30719 - Certificate III in Work Health Safety				\$4,000

Total Fees = Enrolment Fee + Tuition Fee (only 1 type applies)

¹ CHC40221 - 899 hours x \$4.88 / hour (internal & workplace) = \$4387.12 (regional delivery \$7.50/hour = \$6742.50)

² CHC30121 - 1118 hours x \$4.88 / hour (internal & workplace) = \$5,455.84 (regional delivery \$7.50/hour = \$8,385)

³ CHC50121 - 1,358 hours x \$4.23 / hour (internal & workplace) = \$5,744.34 (regional delivery \$6.50/hour = \$8,827)

⁴ CHC33021 - 950 hours x \$4.88 / hour (internal & workplace) = \$4387.12 (regional delivery \$7.50/hour = \$6742.50)

⁵ BSB41419 - 460 hours x \$7 / hour (internal & workplace) = \$3,220 (regional delivery \$7/hour = \$3,220)

Discounts for Fee for Service Qualifications

If you pay \$1000 up front, you will receive a 25% discount. Up-front is when fees are paid prior to your first class, and you have signed the direct debit payment plan prior to your course starting.

Cooling Off Period

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. For qualifications' the cooling off period is the first 2 sessions & skills sets' is 24 hours after you started your first session or commenced learning and/or assessment online.

Payment, Payment Plans & Refunds

Fee type	Payment Plan	How it is Paid	When Paid	Further Information	Refund will apply when:
Enrolment Fee		Credit Card – Stripe	When completing enrolment form	This fee secures your place in the course and covers enrolment processing costs.	Full refund if MCFE cancels your course.
Concession Government Funded Tuition		Credit Card – Stripe	Invoice and stripe link emailed after your enrolment is processed.	Pay fees prior to course commencement.	Full refund if MCFE cancels your course.
Government Funded Tuition Fees \$400- \$1500	10 weeks	Direct Debit - Gocardless	Sign the direct debit agreement prior to course commencement.	Total fees divided over 10 equal payments, debited weekly.	Full refund - Student cancellation requests received within the cooling off period.
Tuition Fees \$1000 +	40 weeks	Direct Debit - Gocardless	Sign the direct debit agreement prior to course commencement.	Total fees divided over 40 equal payments, debited weekly.	Full refund - Student cancellation requests received within the cooling off period. Partial refund: Formal Withdrawal - Groups of units not yet commenced. Cost of courses divided by number of groups.
\$1000 - Upfront Payment – for 25% discount		Credit Card – Stripe	Before your class commences	Once payment is made, your invoice will be adjusted and reduced by 25%. You will then be sent a payment plan for the remaining fees over 40 equal payments, debited weekly	Full refund - Student cancellation requests received within the cooling off period.
Short Courses		Credit Card – Stripe	When the cost is incurred an invoice and will be sent.	Other Fees and charges are stated on the following pages.	MCFE cancels the class.
Other Fees & Charges		Credit Card – Stripe	When the cost is incurred an invoice and will be sent.	Other Fees and charges are stated on the following pages.	No Refunds.

If you would like to pay off your course on a shorter payment plan this can be arranged by emailing finance@mcfe.com.au.

How to Request a Refund

Students that want to apply for a refund should email their request to 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. Students unhappy with this decision may access the complaints and appeals process.

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.

When we send Statements of Attainment & Certificates

Statements of Attainment or Certificates will be awarded and sent when full payment is made. If you are a full fee paying student with Fees greater than \$1000, you must have paid for the groups of units commenced to be entitled to a statement of attainment.

Group Bookings

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.

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 including the code of conduct, the students has attended required classes and demonstrates the required competencies and is within qualification duration timeframes.

Other Fees and Charges

Fees and charges may change each year, all fees are GST inclusive except reassessment fees that are GST free. If a student has outstanding payments, they will be unable to book placements visits, first aid or receive their statement of attainment and qualification.

Type	Description	Price
Printed Assessments	<ul style="list-style-type: none"> Only available for face-to-face classes, or where reasonable adjustment is established in a meeting with our training manager. Price includes access to online learner resources via Canvas LMS and paper assessments. Our Learner Resources are only available through Canvas and are not available in a printed medium. 	\$150
Late Payment Charge	<ul style="list-style-type: none"> Administration fee for late payment of any type of fee charged. A payment will be considered late, when you have not paid the fees or commenced an approved payment plan within 60 days of commencing your course. This includes bank payments that are rejected. 	\$50
Practical class rebooking	<ul style="list-style-type: none"> First Aid Class: Cancellations within 24 hours of the class Rebooking more than 2 catch-up classes, charged from the 3rd rebooking, this may include a first aid rebooking previously charged. 	\$50
Class/Course Swap	<ul style="list-style-type: none"> Changing/swapping classes more than once (charged from the 2nd class swap) Course swap form to be completed This is not applicable when if MCFE initiates the class change 	\$100
Course Extension	<ul style="list-style-type: none"> Each student will be allowed one free course extension up to 3 months or longer if specifically requested. Further extensions will incur this fee per extension. If you reach the planned end date for your course, we will automatically extend your duration and invoice you if this is your 2nd extension. Course extensions cover administration fees and the costs of our digital platforms which are billed per user annually. 	\$100
Regional Travel Fee	Fees charged for practical placement greater than 75km from head office address West Melbourne. This excludes classes delivered in regional areas, specifically to regional students. <ul style="list-style-type: none"> 75km-100km from head office \$200 charge 101km-150km \$250 charge 151km – 200km - \$300 201km – 300km includes trainer accommodation \$750 	\$200-\$750
Deferral	<ul style="list-style-type: none"> Extending deferral period 	\$100
Recommencement	<ul style="list-style-type: none"> When you seek to be re-enrolled after withdrawal. Other fees may apply if your eligible for skills first funding changes and/or course fees have changed since you withdrew. 	\$100
Replacement Certificate	<ul style="list-style-type: none"> If you need a certificate to be re-printed and sent via post. Digital certificates re-issued will not incur a fee 	\$20
Recognition of prior learning (RPL)	<ul style="list-style-type: none"> Application fee \$250 (to determine if RPL is suitable for you and provide a briefing of how the process works) 	\$250 Application

	<ul style="list-style-type: none"> \$400 per unit of competency \$100 per hour if additional assessment is required due to gaps in evidence provided 	\$400 per unit of competency
Postage & Handling	<ul style="list-style-type: none"> Student requests additional materials to be posted 	\$25
Reassessment Fees		
Scheduled Support Session (SSS)	<ul style="list-style-type: none"> 1 hour theory sessions 	\$100
Practical Skills	<ul style="list-style-type: none"> Delivered as part of a class or individually depending on trainer and assessor availability 	\$300
Practical Placement Visit	<ul style="list-style-type: none"> Per practical placement visit This fee will be charged if you miss your scheduled visit and fail to notify the placement coordinator within the designated timeframe 	\$300
Academic Misconduct – Reassessment fee	<ul style="list-style-type: none"> As per the academic misconduct policy – aligns with your 2nd warning Fee per assessment Fee payable before reassessment can be undertaken 	\$100
Other Fees & Charges	<p>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 room hire fees, interpreters, travel and accommodation charges, increased rates – should groups decrease in size, one-one tutoring services, other educational support services.</p> <p>For external appeals fees refer to the student handbook.</p>	

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 Immi Card
- 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 and present in Victoria whilst participating in the training.
- If you want further course information call 1300 368 883 or email info@mcfecollege.com.au .

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, you can provide your concession card to apply the concession discount at the latest 1 business day prior to your course start date.

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.

Fee Waiver

A fee waiver is when we do NOT charge any government-funded tuition fees, material fees may still be applicable. A fee waiver must be granted in the following scenarios:

- Skills First Aboriginal Access fee waiver' - the student self-identifies as being of Aboriginal or Torres Strait Islander descent and is enrolling in a program at any level.
- Judy Lazarus Transition Centre - a student/ a prisoner within the meaning of the Corrections Act 1986 - the student must provide a letter from the centre
- Young people on community-based orders - provide written confirmation from the relevant Youth Justice Unit of the Victorian Department of Justice and Community Safety that the student is required to do training under a community-based order