

Statement of Fees (Domestic Students)

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The fee guidelines are:

1. Fee for service = Not using/eligible for skills first funding
2. Refunds apply as per the refund policy contained in this statement of fees
3. Nationally recognised training is GST free. Enrolment & Material fees do incur GST, our I fees listed are inclusive of GST.
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. At the CEO's discretion, fees can be waived for any student prior to, during, or post training and assessment.
5. All programs are considered current unless "Superseded" is documented.
6. Skills first programs will list approximate government contribution for each program. Approximate course payable hours multiplied by the government subsidy rate per hour.
7. Concession = Skill first funded concession, including Asylum Seeker VET program
8. Skills First Funded Students self-identifying as Aboriginal or Torres Strait Islander will be eligible for a fee waiver

Course Fees 2025 Funded places have been utilised; courses all offered on fee for service basis.	Enrolment Fee Paid at enrolment	Tuition Fee Payment plan available or 10% off for Upfront Payments	Tuition Fee Traineeships	Fee Calculation Fee per unit & group
CHC40221 - Certificate IV in School Based Education Support	\$100	\$3,910	NA	\$230 per unit - 17 units Group 1 - \$1610 (7 units) Group 2 - \$1150 (5 units) Group 3 - \$1150 (5 units)
CHC30121 - Certificate III in Early Childhood Education and Care	\$100	\$3,910	\$4,500	\$230 per unit - 17 units Group 1 - \$1150 (5 units) Group 2 - \$1150 (5 units) Group 3 - \$690(3 units) Group 4 -\$920 (4 units)
CHC50121 - Diploma of Early Childhood Education and Care	\$500	\$3,900	\$4,400	\$260 (15 units) Group 1 - \$1300 (5 units) Group 2 - \$1040 (4 units) Group 3 - \$780 (3 units) Group 4 -\$780 (3 units)
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		

Total Fees = Enrolment Fee + Tuition Fee.

Credit transfers will reduce your course fees if provided and verified at enrolment.

Cooling Off Period

If you request to cancel/withdraw from your program during the cooling off period, we will not report your enrolment, access your funding or charge tuition fees. The cooling off period is the 2nd session for class-based training or 2 weeks after commencement for self-paced courses. Formal withdrawal must be lodged/emailed via enrolments@mcfce.com.au within this set timeframe. Students will be sent their tuition fee payment links after the cooling off period has ended.

Discounts

If you pay for each group of units up-front, you will receive a 10% discount for the total cost of that group of units. This is paid via Stripe and the 1st payment is due within 5 days of receiving your invoice. You will be sent your invoice and link to your payment selection after the cooling off period and you must make payment or sign the direct debit within 5 days of receiving this invoice/email.

If payments are not made by the due date your access to our services will be paused or cancelled. Subsequent groups will be invoiced on completion of the prior group, you will gain access to the next group on completing your upfront payment.

Credit Transfer Discounts: For each unit you credit transfer in a full fee-paying course (not government funded) you will receive the per unit fee reduction. You must submit your statement for credit transfer and have this approved prior to your first class to receive the discount. Credit transfers received after the first class will not receive a discount.

Other Payment Information

Late Payments

If you are late paying your fees or your direct debit is dishonoured your access to canvas will be paused until payment is made and no training and assessment will be undertaken until payment is made. As above if you are late paying the up-front fees the full group fees will apply.

When we send Statements of Attainment & Certificates

Statements of Attainment or Certificates will be awarded and sent when full payment is made for a group of units, if you complete your course prior to your payment plan ending you will need to pay this off in full to receive your certificate.

Fee protection

We cannot not accept more than \$1,000 prior to commencing your course or once commenced no more than \$1,500 in advance of services delivered. For this reason, we do not charge you until after the cooling off period.

Payment, Payment Plans & Refunds

Fee type	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 or change the date/time and this does not work for you. No refund if you change your mind.
50 Week Payment Plan Tuition Fees Qualifications	Direct Debit - Gocardless	After cooling off period, within 5 days of receiving the invoice. Total fees divided over 50 equal payments, debited weekly.	If you complete your course before payments are completed, you will need to payout the plan to receive your certificate. If you would like to pay off your course on a shorter payment plan this can be arranged. If payments are ever dishonoured your access course material will be paused until payment is made.	If you withdraw or cancel <u>after the cooling off period</u> we will cancel your direct debit within 5 days. If you have units that are completed and you require a statement of attainment, full payment for that group must have been received for the statement to be issued. You will not be refunded any payments made as services have been delivered post cooling off period.
Upfront Payment – 10% discount Tuition Fees Qualifications	Credit Card – Stripe	First Payment - after cooling off period, within 5 days of receiving the invoice. Subsequent groups will be invoiced on completion of the prior group, you will gain access to the next group on completing your upfront payment.	Each course is broken down into groups, see Group fees on page 2. If you do not want to continue to the next group email enrolments@mcf.com.au prior to the next group being commenced to avoid be charged.	If you withdraw or cancel <u>after the cooling off period</u> you will not be refunded for the group of units commenced. You will not be charged for groups of units not yet commenced as long as you notify us via email before the next group starts.
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.

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.

Qualifications

We will take group bookings for the following qualifications. Price will be based on the delivery model, location and intended group size.

Group Training Available
CHC33021 - Certificate III in Individual Support
BSB41419 - Certificate IV in Work Health Safety
BSB30719 - Certificate III in Work Health Safety

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, online 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 have commenced their course of study 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
Course Extension	<ul style="list-style-type: none"> When you reach your planned course end date but need further time to study and complete course work. Course extensions cover administration fees and the costs of our digital platforms which are billed per user annually. Courses may only be extended on 2 separate occasions, totalling an extra 6 months. 	\$100
Travel Fee – for workplace visits	Fees charged for practical placement visits greater than 50 km from head office address West Melbourne or your face-to-face class location. Visits are limited to Victoria locations. <ul style="list-style-type: none"> \$3 per kilometre over 50 kilometres from head office address or class-based location. Charged for travel 2 ways. Plus, if applicable <ul style="list-style-type: none"> 300 kilometres plus from head office address extra \$150 accommodation fee 	See Description
Recommencement	<ul style="list-style-type: none"> When you seek to be re-enrolled after withdrawal. Other fees may apply if you're eligible for skills first funding changes and/or course fees have changed since you withdrew. 	\$100
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 or delivery modes (class swap may not be available) Course swap form to be completed This is not applicable when if MCFE initiates the class change 	\$50
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) \$400 per unit of competency \$100 per hour if additional assessment is required due to gaps in evidence provided 	\$250 Application \$400 per unit of competency
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
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 (No funded places currently available)

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.

CHC40221 - 899 hours x \$4.88 / hour (internal & workplace) = \$4387.12 (regional delivery \$7.50/hour = \$6742.50)
 CHC30121 - 1118 hours x \$4.88 / hour (internal & workplace) = \$5,455.84 (regional delivery \$7.50/hour = \$8,385)
 CHC50121 - 1,358 hours x \$4.23 / hour (internal & workplace) = \$5,744.34 (regional delivery \$6.50/hour = \$8,827)
 CHC33021 - 950 hours x \$4.88 / hour (internal & workplace) = \$4387.12 (regional delivery \$7.50/hour = \$6742.50)
 BSB41419 - 460 hours x \$7 / hour (internal & workplace) = \$3,220 (regional delivery \$7/hour = \$3,220)

Skills First Funding Eligibility Criteria - Qualifications and Skill Sets

- Evidence of citizenship/residency, you must be either:
 - an Australian citizen;
 - a holder of a permanent visa; or
 - a New Zealand citizen
- You can enrol in a maximum of 2 funded qualifications and 2 funded skills sets in one year
- You can undertake up to 2 funded programs at one time
- 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@mcfce.com.au .

Fee Concession

Concession fees will be 20% of the published standard tuition fee for Skills First funded students. 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