

Statement of Fees (Domestic Students)

Contents

2026 Course Fees.....	2
Skills First Government Funded Programs	3
Skills First Funding Eligibility Criteria - Qualifications and Skill Sets	3
Cooling Off Period	4
Discounts.....	4
Other Payment Information	5
Late Payments	5
When we send Statements of Attainment & Certificates	5
Fee protection	5
Payment, Payment Plans & Refunds	5
Group Bookings	6
Further Conditions.....	7
Service Guarantee	7
Other Fees and Charges.....	7

The fee guidelines are:

1. Self-funded = 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 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 All programs are considered current unless "Superseded" is documented.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 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

2026 Course Fees	Enrolment Fee	Government Funded Tuition Fee	Self-funded Tuition Fee
CHC40221 - Certificate IV in School Based Education Support	\$100	\$400 (\$80 if concession)	\$3,910 \$230 per unit - 17 units
CHC30121 - Certificate III in Early Childhood Education and Care	\$100	\$400 (\$80 if concession)	\$3,910 \$230 per unit - 17 units
CHC50125 - Diploma of Early Childhood Education and Care	\$100	\$400	\$3,900 \$260 per unit - 15 units
CPR - HLTAID009 Provide cardiopulmonary resuscitation			\$60
First Aid Level 2 HLTAID011 Provide first aid + HLTAID009 Provide cardiopulmonary resuscitation			\$150
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			\$160
<p>Total Fees = Enrolment Fee + Tuition Fee (either Government funded OR Self-funded.</p> <p>Credit transfers will reduce your self-funded course fees if provided and verified at enrolment.</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.

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)
 CHC50125 - 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

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. Physically present in Victoria or a border region
5. 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 2.14 – 2.18 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.
- If you want further course information call 1300 368 883 or email info@mcfe.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.

Grace period for providing evidence of concession: you can provide your concession card evidence at the latest 5 business days after the course commencement date.

Valid concession means, prior to the commencement of training, you hold 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.

Students under the Asylum Seeker VET Program will receive a concession.

Fee Waiver

A fee waiver is when we do NOT charge any government-funded tuition fees. Enrolment 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

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 info@mcfe.com.au within this set timeframe.

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 prior to course/group commencement. Course fees are divided by the number of groups in the course, Early Childhood has 4 groups/terms and Education Support has 3 groups/terms.

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. 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 completed 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. If you withdraw whilst on a payment plan, you will need to ensure you have paid at least the per unit fee for the units deemed competent requiring the statement of attainment.

Fee protection

We cannot not accept more than \$1,000 prior to commencing your course or once commenced, and no more than \$1,500 in advance of services delivered.

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 or can't start the course.
Government funded tuition fee	Upfront - Credit Card – Stripe Payment Plan – Gocardless	Prior to course commencement. Payment plans signed prior to course commencement.	The payment plan option is only available for non-concession rates. Tuition fee is divided over 10 weekly direct debits for the payment plan option.	Fully refunded if you formally withdraw before the cooling-off period. After cooling off period: If you withdraw whilst on a payment plan, the plan will be cancelled and no further debits 5 days from cancellation. If MCFE cancels the course you will be refunded course fee pro-rata for units not yet commenced
Self-funded tuition fee -via payment plan	Direct Debit - Gocardless	Payment plans signed prior to course commencement.	Tuition fee is divided over 50 weekly direct debits. If you would like to pay off your course on a shorter payment plan this can be arranged.	Fully refunded if you formally withdraw before the cooling-off period.

				<p>After cooling off period: If you withdraw whilst on a payment plan, the plan will be cancelled and no further debits 5 days from cancellation.</p> <p>If MCFE cancels the course, you will be refunded for units not yet commenced</p>
<p>Self-funded tuition fee</p> <p>Upfront Payments – 10% discount</p>	Credit Card – Stripe	<p>Prior to commencing each group/term.</p> <p>Tuition fees divided over the number of groups.</p>	<p>To receive the discount, the payment must be received prior to commencing each group of units.</p>	<p>Fully refunded if you formally withdraw before the cooling-off period.</p> <p>After cooling off period: you will not be refunded for the group of units commenced.</p> <p>You will not be charged for future groups of units not yet commenced.</p> <p>If MCFE cancels the course you will not be charged for groups not yet commenced.</p>
Short Courses	Credit Card – Stripe	When the cost is incurred an invoice will be sent.	Other Fees and charges are stated on the following pages.	Full refund if MCFE cancels the class.
Other Fees & Charges	Credit Card – Stripe	When the cost is incurred an invoice will be sent.	Other Fees and charges are stated on the following pages.	No Refunds.

*Course cancellations are always avoided where possible. They may occur if the government changes funded rates of courses or in the case of business closure.

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 30km an extra \$2 per km 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, 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, third party arrangements, 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

All fees below 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 classes or receive their statement of attainment and qualification. These fees are non-refundable.

Type	Description	Price
Course Extension Per 3 Month blocks	<ul style="list-style-type: none"> When you reach your planned course end date but need further time to complete course work, including placement. Courses may only be extended on 2 separate occasions, totalling an extra 6 months. This fee will apply to deferrals if by deferring the course your planned end date needs extending. 	\$300
Recommencement	<ul style="list-style-type: none"> When you seek to be re-enrolled within 6 months of withdrawal. If seeking recommencement greater than 6 months after withdrawal, you may be required to self-fund your course. Fees will be calculated on an individual basis (\$100 per assessment left outstanding or the course specific per unit fee, if units not yet started) Course extension fees will apply as per above (if your withdrawal was prior to planned end date, extra time will be automatically added to your recommencement no charge, extra time needed will be charged in 3 month block extension) Other fees may apply if skills first funding changes and/or course fees have changed since you withdrew. 	\$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
Practical class rebooking	<ul style="list-style-type: none"> First Aid or Skills Class cancelations within 24 hours of the class, or no shows Rebooking more than 1 practical class, charged from the 2nd rebooking 	\$50

Class/Course Swap	<ul style="list-style-type: none"> Changing/swapping classes or delivery modes (class swap may not be available) This is not applicable when/if MCFE initiates the class change 	\$100
Printed Certificate	<ul style="list-style-type: none"> Request printed certificate Digital certificates are sent to all students and will not incur a fee – or a reissuing 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 session 	\$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. This fee may be waived for compassionate and compelling situations. 	\$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>	