FEES POLICY: ACoustar TRAINING CENTRE

Acoustar operates as a ‘fee for service’ training provider and all training programs or coursework attract fees. These fees are paid by / charged to the Student or the Student’s employer. Fees and charges are published in this Policy via the Acoustar website www.acoustar.qld.edu.au

All fees must be paid at or prior to the commencement of training unless prior arrangements are made with Acoustar management.

Fee Structure

Our standard fees are based on a mentored training program designed for a single student at our Brisbane training centre. We reserve the right to negotiate different fees for larger student numbers or for students not attending the Brisbane centre.

Each qualification, unit of competency, or coursework module offered by Acoustar has a set fee, see Table 1 on the next page. The fee is charged to the Student for her / his selected training program provided at our Brisbane Training Centre.

It is Acoustar’s policy that a fee is all-inclusive for tuition, support and coaching, specified textbooks (PDF versions), and use of our classroom/facilities in Brisbane. When there are additional requirements (for example: reference materials, research documents, own computer) the Student will be clearly advised of exactly what is required prior to commencement of the training program.

Training Programs or Courses Off-Site

Standard fees apply plus the cost of providing the training program or coursework at a location outside Brisbane. Fees are calculated on an ‘actual and reasonable’ basis for travel, accommodation and staff travel time and include GST.

Individual Units

Individual BSB41415 Work, Health and Safety Certificate IV units, and the MSS11 Noise Course modules, can be studied separately from taking the complete training programs. The Noise Course Modules, for example, can be upgraded from CPD to full units qualifying for Certificate or Unit competency awards.

Continuing Professional Development Courses

Short-Course or Continuing Professional Development courses are offered as modules for self-directed study at home or work. Some CPD courses are available as a mentored training program at a student’s place of work or at our training rooms.

Please call Acoustar to discuss availability and fees.

The standard two-day mentored CPD noise course is $1250.00 plus GST.
Table 1: Standard Training Program Fees

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Units</th>
<th>Program Fee</th>
<th>Census date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB41415 Certificate IV in Work Health and Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPLETE BSB41415 COURSE</td>
<td>10 Units</td>
<td>$1960.00</td>
<td>CoT plus 80 hours</td>
</tr>
<tr>
<td>BSBWHS402</td>
<td>1 Unit</td>
<td>$196.00</td>
<td>CoT plus 8 hours</td>
</tr>
<tr>
<td>BSBWHS403</td>
<td>1 Unit</td>
<td>$196.00</td>
<td>CoT plus 8 hours</td>
</tr>
<tr>
<td>BSBWHS404</td>
<td>1 Unit</td>
<td>$196.00</td>
<td>CoT plus 8 hours</td>
</tr>
<tr>
<td>BSBWHS405</td>
<td>1 Unit</td>
<td>$196.00</td>
<td>CoT plus 8 hours</td>
</tr>
<tr>
<td>BSBWHS406</td>
<td>1 Unit</td>
<td>$196.00</td>
<td>CoT plus 8 hours</td>
</tr>
<tr>
<td>BSBWHS409</td>
<td>1 Unit</td>
<td>$196.00</td>
<td>CoT plus 8 hours</td>
</tr>
<tr>
<td>BSBCMM401</td>
<td>1 Unit</td>
<td>$196.00</td>
<td>CoT plus 8 hours</td>
</tr>
<tr>
<td>BSBMGT403</td>
<td>1 Unit</td>
<td>$196.00</td>
<td>CoT plus 8 hours</td>
</tr>
<tr>
<td>BSBRSK401</td>
<td>1 Unit</td>
<td>$196.00</td>
<td>CoT plus 8 hours</td>
</tr>
<tr>
<td>BSBSUS401</td>
<td>1 Unit</td>
<td>$196.00</td>
<td>CoT plus 8 hours</td>
</tr>
<tr>
<td>MSS11 Sustainability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSS025008 Modules</td>
<td></td>
<td>$25.00 plus GST</td>
<td></td>
</tr>
<tr>
<td>MSS025008 Monitor and Evaluate Noise (Level 5 AQF)</td>
<td>1 Unit</td>
<td>$2240.00</td>
<td>CoT plus 15 hours</td>
</tr>
<tr>
<td>MSS025008 Monitor and Evaluate Noise (Level 8 AQF)</td>
<td>1 Unit</td>
<td>$3810.00</td>
<td>CoT plus 15 hours</td>
</tr>
<tr>
<td>MSS025008 Monitor and Evaluate Noise and MSS027008 Coordinate noise management activities; Skillset (Level 8 AQF)</td>
<td>2 Units</td>
<td>$7620.00</td>
<td>CoT plus 28 hours</td>
</tr>
</tbody>
</table>

Note: “CoT” is the ‘Commencement of Training’ date
Payment of Tuition Fees at Commencement of Training

Tuition fees are due at the commencement of training.

- By a business (company enrolment): by a company purchase order, credit card, or bank transfer. The full program fee is charged and must be paid by week 4 after commencement of training unless specific arrangements are made with the CEO Acoustar. A student will not be allowed to sit final examination(s) or be awarded a certificate of statement of attainment until the full fees are paid.

- By a student (personal enrolment): cash, credit card, or bank transfer as follows. The CEO Acoustar may permit alternative payment arrangements with the proviso that no single personal payment may exceed $1500.00, for example:
  - For a single BSB41415 unit of study – one (1) payment of $196.00 at commencement of training.
  - For the complete BSB41415 training program – four (4) payments each of $490.00 starting at commencement of training.
  - For the MSS025008 Level 5 unit of study – four (4) payments each of $490.00 starting at commencement of training.
  - For the MSS025008 Level 8 unit of study – three (3) payments each of $1270.00 starting at commencement of training.
  - MSS025008 and MSS027008 Skillset – six (6) payments each of $1270.00 starting at commencement of training.

- The fee payable for tuition is LESS any fee paid for recognition of prior learning. No administrative enrolment fee is applicable.

- Fees paid before commencement of training (typically if paid at the time of enrolment) are held by Noise Measurement Services Pty Ltd in a separate non-operational account.

Census date

- The census date for a unit of study is the closing date for a student to withdraw from a Unit of Study without financial penalty. The census date means the date after which a student incurs a debt for the unit of study in which they are enrolled and is 20 per cent of the way between the unit of study commencement date and completion date. The nominal times are listed in Table 1 to this Policy.

- ‘Commencement date’ is the hour when formal training commences in the unit of study. All Acoustar training programs are referenced to hours’ of study from commencement of training (CoT) to completion date.

- ‘Completion date’ is the study hours’ for the unit of study:
  - For a single BSB41415 unit of study – The completion date for the training is based on 40 hours’ study time from the commencement date.
  - For the complete BSB41415 training program – The completion date for the program is based on 400 hours’ study time from the commencement date.
For the MSS025008 unit of study – The completion date for the training is based on 75 hours’ study time from the commencement date at AQF Level 5 and 100 hours at Level 8.

MSS025008 and MSS027008 Skillset – The completion date for the training is based on 150 hours’ study time from the commencement date.

- The hours’ study time may be reduced due to Recognition of Prior Learning.
- The period of time during which the unit of study is undertaken includes any normal study breaks, assessment or examination periods.
- A student can apply for additional study time beyond the nominal hours in order to complete a training program. Study time is based on a study day of 7.5 hours. Application is made to the trainer/assessor for an extension of time. An extension will normally be given with the caveat that all studies must be completed within 12 months of the commencement of training.

**Withdrawal from Study without penalty**

- In the event of a student withdrawing from a unit of study on or before the commencement date or before the census date for that unit of study 100% of tuition fees paid for that unit will be refunded to the student.
- In the event of a student withdrawing from a unit of study after the census date for that unit of study no refund is applicable.
- Refunds will be paid within 30 days of the census date of the unit of study to which the withdrawal applies.
- An application for withdrawal from a training program is made to the CEO Acoustar.

**Recognition of Prior Learning**

Students are entitled to apply for Recognition of Prior Learning for individual Units in our BSB41415 Work, Health and Safety and MSS11 Practical Noise Management study programs. Approval of RPL can reduce study time or assist in gaining entry to a training program. Examinations and assessments applicable to the chosen training program are still required. RPL documentation is available on the Acoustar website.

Application may be made for Recognition of Prior Learning prior to enrolment and a documentation examination fee will be made. The fee is calculated at $65.00 plus GST per hour.

After the census date and payment of course fees, a Student is entitled to apply for Recognition of Prior Learning (RPL) for individual Units in both the BSB41415 Certificate IV and MSS Units. There is no fee payable for consideration of RPL after the census date.

**VET FEE-HELP**

Acoustar does not offer training programs that are eligible for VET FEE-HELP or similar funding.

**Loans, Delayed Payment and Subsidies**

Acoustar does not offer loans, delayed payments or subsidies for training programs.
Receiving Payments – Fees paid in advance

Fees paid before commencement of training (typically if paid at the time of enrolment) are held by Noise Measurement Services Pty Ltd in a separate non-operational account.

Cooling Off Period

see Withdrawal from Study Without Penalty.

Return of materials

A student withdrawing from a training program without payment of fees must return any electronic intellectual property or physical materials provided by Acoustar and have no usage rights to any of the materials. All property and materials must be immediately returned to Acoustar at the same time as the student applies for withdrawal from the training program.

Refund if Services Not Provided

The Student is entitled to a full refund of fees paid for services not provided by Acoustar in the event the:

- Arrangement is terminated early; or
- The RTO fails to provide the agreed services.

Application is made to the CEO Acoustar, for a refund of any fees paid. Refunds will be paid within 30 days of receiving a refund request.

CERTIFICATE FEES

Produce partial completion statement of attainment

No fee applies to produce a statement of attainment when the Student has partially completed the training program and must withdraw.

Re-print certification

Where the Student requests a new copy of his / her certification, the following fees apply:

- Statement of attainment $25.00 plus GST
- Qualification (with academic transcript) $40.00 plus GST

Re-submit fee and Re-assessment fee

No re-submit or re-assessment fees apply.

Form: Fees Policy Rev 9
Updated to revised MSS units