

Fees Information for Students

Course Fees

1. Information about fees and charges

- Angel Institute of Education protects the fees that are paid in advance by students.
 - Angel Institute of Education does not require a student to ever pay more than \$1500 in advance for services not yet provided, either prior to course commencement or at any stage during their course. Fees will be paid off during the course in instalments according to a set payment plan.
- Fee information relevant to a course is outlined in detail on the statement of fees as well as the RTO's website under Policies & Forms tab. In compliance with Clause 5.3 of the Standards, detailed fee information is provided prior to enrolment or commencement of training, whichever is first.
- Fee information includes:
 - All costs for the course including any materials fees or levies
 - Payment terms
 - Fees for Skills First programs in line with the Department's Guideline about Fees.
- Students have the right to a 'cooling off period' if they signed up to a course as a result of tele-marketing or door-to-door sales. The cooling off period is 7 days from the date they signed their Agreement. To exercise this right, the student must notify our office in writing within 7 days of enrolment.

2. Fees and charges for Skills First students

Tuition Fees

- Tuition Fees for Skills First government-funded students are set in accordance with the Guidelines about Fees issued by the Department each year. Tuition fees will be based on a set rate per nominal hour in a student's course. Tuition fees may or may not be applicable to a course.
- Tuition Fees will not be charged for any units that have a Credit applied. For some courses, a Materials Fee applies which is additional to the Tuition Fees. Students cannot receive their text books and materials until this is paid.
- Since Angel Institute of Education is not an approved RPL funded provider, Skills First students wanting to complete RPL will be required to pay full fees for any RPL units.
- The published Tuition Fees for Skills First students are subject to change given individual circumstances at enrolment.

Concessions

- Concession fees apply to Skills First students who enrol in a course at Certificate IV level or lower, and can provide evidence of entitlement to concession.
 - To be eligible for concession rates, the student must, on the date of enrolment:
 - Be a holder of a current Commonwealth Health Care Card or a spouse or be a dependent child of a card holder
 - Be a holder of a Pensioner Concession Card or be a spouse of, or a dependent child of a card holder
 - Be a holder of a Veterans Gold Card
 - A copy of the card must be provided to our office prior to the commencement of training.

- Concession fees will be 20% of the normal Tuition Fee.
- Concession rates are only applied to Tuition Fees and do not apply to other fees such as materials fees.
- Concession fees also apply to any Skills First student enrolled under the Asylum Seeker VET Program.
- Concession fees will also apply to students who are Aboriginal or Torres Strait Islander and students that enrol under the Asylum Seeker VET program, enrolling at any level course.
- Job Service agencies referring Job Seekers to participate in a Skills First course with Angel Institute of Education will be required to pay the difference between the normal Tuition Fee and the Concession Fee if the Job Seeker is eligible for concession.

Fee Waivers

- Tuition Fee waivers will be granted to the following individuals, meaning that no Tuition Fees need to be paid for these students:
 - A student who is from the Lazarus Transition Centre (as a prisoner within the meaning of the Corrections Act 1986).
 - A student who is required to undertake the course pursuant to a community based order made under the Children, Youth and Families Act 2005.
 - A student who is referred with a standard Young People Transitioning from Care Referral Form.
- Tuition fee waivers as outlined above will only be granted where Angel Institute of Education is provided with the appropriate evidence as required by the Department.

Statement of Fees

- All Skills First students will receive a Statement of Fees at enrolment which is an individualised quote for the course they are enrolling in. This will include:
 - the code, title and currency of the training product in which the student is to be enrolled including estimated duration and expected locations at which training and assessment will occur, expected modes of delivery, the hourly tuition fees relevant to the individual enrolment taking account of any applicable concessions or waiver/exemptions and any other applicable fees.

Course fee inclusions

- Course and tuition fees include:
 - All of the training and assessment required for students to achieve the qualification or course in which they are enrolling within the attempts allowed. However, in the case of re-assessment, where a student fails to achieve a satisfactory outcome after two attempts at an assessment task, an additional fee may apply for additional training and re-assessment. This fee is outlined on the Student Agreement.
 - Course fees do not include required text books and learning materials. Textbooks can either be purchased from Angel Institute of Education or external textbook providers
 - Issuance of one set of certification documents including the testamur (certificate) and record of results and/or a Statement of Attainment (in the case of withdrawal or partial completion). Re-issuance or additional copies of these documents will attract a fee of \$50 per document.
- Course and tuition fees do not include:
 - Any optional textbooks and materials that may be recommended but not required to complete a course.
 - Replacement textbooks if original copies are lost or misplaced. Costs for replacement textbooks are outlined on the Student Agreement.
 - Stationery such as paper and pens.
 - Re-assessment if required, as outlined above.

- Re-issuance of AQF certification documents – a cost of \$50 per document applies.
- Angel Institute of Education cannot guarantee that students will successfully complete the course in which they enrol regardless of whether all fees due have been paid.

4. Payments

- Payments can be accepted by electronic transfer
- Students who are experiencing difficulty in paying their fees are invited to call our office to make alternative arrangements for payment during their period of difficulty.
- Angel Institute of Education reserves the right to suspend the provision of training and/or other services until fees are brought up to date. Students with long term outstanding accounts may be withdrawn from their course if payments have not been received and no alternative arrangements for payment have been made.

5. Publication

- Angel Institute of Education will publish in a prominent place on its website the following:
 - Standard tuition fees payable for each qualification/ course it offers under the VET Funding Contract, including concession rates and any other fees including but not limited to student services, amenities, goods, materials or administration fees. The following caveat will be displayed with all fees: *The student tuition fees as published are subject to change given individual circumstances at enrolment.*
 - Costs for fee for service program.