



Course Fee & Payment Policy | 013

1. Policy Overview

Australian Paramedical College will establish a range of fair and equitable fees and charges for all courses delivered by the Australian Paramedical College. This policy aims to support transparency in the application and administration of student fees and payments.

2. Policy Scope

This policy applies to all prospective and currently enrolled student and participants studying through Australian Paramedical College. The policy is inclusive of but not limited to:

- All full and partial course enrolments
- Short course enrolments
- Recognition assessments
- Clinical workshops
- Clinical placement

3. Course Payment Terms

3.1 Australian Paramedical College will not receive fee payments greater than \$1500 from a student enrolling in a course. Fee payments are scheduled to ensure that the Australian Paramedical College operates in accordance with the Australian Standards for RTO's (2015) clause 7.2 and that a learner (or third party) does not pay in excess of \$1500 for any prepaid learning and assessment.

3.2 Australian Paramedical College will advertise course fees via the college website and additionally in the course fee schedule and student handbook for transparency. Course fees and payment options for training and assessment are clearly communicated to students at the point of enquiry for a course and prior to enrolment. Students that are planning to proceed with enrolment for a course receive an outline of their specific course fees and/or payment schedule inclusive of any arrangements for debit deposits/payments via an official Australian Paramedical College invoice prior to their formal enrolment.

3.3 Australian Paramedical College may adjust its fees and charges for business success where identified as viable for business success and/or in the instance of transition activities to new training packages. Changes to fees will be fair and equitable and considered in line with industry engagement. Amendments and/or changes to course fees and/or payment terms and conditions will be communicated and available for stakeholder and student information.

3.4 All fees and any charges relating to the course must be paid in full before a student may be issued with a qualification, statement of attainment or course/unit certificates.



Course Fee & Payment Policy | 013

- 3.5 Flexible payment arrangements are available for all students, for example the Australian Paramedical College has flexible arrangements to support course fee payments via; installments, credit card, direct debit, and Electronic Funds Transfer.
- 3.6 Students accessing Recognition of Prior Learning (RPL) options may be eligible for a reduced RPL rate for full course RPL application. Students that do not meet unit outcomes for full Course RPL will incur the unit fee and be required to address the unit study requirements.
- 3.7 Students not accessing full course RPL will incur the full course fee and be charged at the same rate as the advertised fee for a course.
- 3.8 Direct credit transfers for units within a course are not subject to the fees identified, unless Recognition of Current Competency (practice) assessment is determined to confirm the currency and application aspect of the credit transfer. Credit transfer and currency of practice fees are determined case by case post application. These fees are determined on the requirements for assessing a student's credit transfer currency of practice and will not exceed the course unit fee.

4. Fee Schedule

- 4.1 All APC Course Fee schedules are available via the APC website and students are advised of all course fees prior to enrolment.
- 4.2 All students are provided with an outline (invoice) of course fees for approval prior to enrolment.

5. Fee Protection

- 5.1 Australian Paramedical College encourages participants to participate in payment plan options. These payment plans safeguard the student's fee/funds, particularly for students who may withdraw or be cancelled.
- 5.2 The Australian Paramedical College will not accept prepaid payments greater than \$1500 at any one time from a student prior to or during course enrolment. Where a course requires payment of additional fees in advance, the total amount to be paid, will not exceed \$1500.00 at any one time.



Course Fee & Payment Policy | 013

6. Issuance of Qualifications

Australian Paramedical College will not issue a course Testamur and/or Statement of Attainment where course fees are outstanding. This applies to all courses payment options. Students will be notified where outstanding fees exist and an agreed course of action implemented to complete course fee payment and the issuing of a Testamur and/or Statement of attainment.

7. Additional Charges

7.1 Additional charges may apply for any training and/or assessment for units of competency beyond the scope of the essential identified units for the qualification outcomes. Details of any additional charges will appear on the student's invoiced payment details, the unit(s) included in the student course enrolment schedule and course training plan.

7.2 Costs relating to mandatory text books and recommended resources may be included in the cost of the qualification, however, any materials for which charges may be applied will be communicated and detailed prior to course enrolment.

7.3 The following incidental charges may apply where required for students;

- Replacement of Testamur/Statement of Attainment \$30.00.
- Requested for hardcopy of online learning and assessment resources \$30 per unit
- Assessment fees relating to ongoing reassessment and late assessment submission may apply on a case by case basis
- Workshop Cancellation Fee (< 60 days prior to workshop \$200)

8. Withdrawing from a Course of Study

Where a student cancels or withdraws their enrolment, entitlement to a course refund for fees paid may be relevant. Refunds are in accordance with and identified in the Australian Paramedical College refund policy. All students prior to enrolment are provided access to and directed to read and confirm understanding of this policy in the enrolment form.

9. Duration of enrolment

Once an enrolment for a particular course is accepted by Australian Paramedical College the enrolment will remain current for the nominal duration of the course. All course durations begin on enrolment except where a student has requested to defer the start date in which instance duration begins from student requested start date.



Course Fee & Payment Policy | 013

Australian Paramedical College does not guarantee that extension to studies will be granted, however, Australian Paramedical College will consider any extenuating circumstances and reasons where an extension is sought and a student will be advised in writing of the outcome for extension.

Applications to extend the enrolment duration must be submitted to the student success department and approved by the paramedical course coordinator prior to the effective nominal completion date.

10. Late payment or non-payment of fees

10.1 Late payment fees may apply if fees are not received by the due date.

10.2 Students with fees owing or late fees are not considered to be officially enrolled in the course at the time and therefore are not eligible for the issue of the Testamur and/or Statement of Attainment, until the required fees are paid.

10.3 Any assessments submitted may not be marked and/or any final results, official academic records or certification will be withheld until all outstanding fees and charges have been paid in full.

11. Authority

The authority for the issue of this policy is the CEO or the QPC/HR as the Delegate of the CEO for the Australian Paramedical College.