



Course Fee & Payment Policy

Australian Paramedical College





Course Fee & Payment Policy | 013

1. Policy Overview

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) 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 relevant staff and students planning to and/or enrolled to study through Australian Paramedical College. The policy is inclusive of but not limited to:

- All full and partial course enrolments
- Short course and or unit enrolments
- Recognition of Prior Learning assessments
- Transfer of Credit
- Clinical workshops
- Clinical placement

3. Course Payment Terms

Australian Paramedical College is a registered member of the Australian Student Tuition Assurance Scheme (ASTAS) through the Australian Council for Private Education and Training (ACPET) and therefore may accept payments above \$1500 at any one time for training and assessment services.

Australian Paramedical College shall require a course deposit that is communicated to the student verbally during pre-enrolment engagement and through the course invoice provided electronically to the student prior to enrolment. Fee payments may be scheduled optionally to support a student to manage the course fee (less deposit)

Australian Paramedical College will operate in accordance with the Australian Standards for RTO's (2015) Cause 7.3 and Schedule 6.

3.1 Australian Paramedical College will advertise course fees via the college website and a link is provided to the Policy in the student handbook. Course fees, deposits and payment options for training and assessment are clearly communicated to students at the point of enquiry for a course and prior to formal enrolment. Students proceeding to enrolment receive detailed fee information in the form of an invoice identifying the course fee, deposit and/or payment arrangement/schedule.

3.2 Australian Paramedical College shall adjust fees and charges to supporting business continuity and/or where a new or revised course/training package on APC's RTO scope is released resulting in the transition to a new course. Changes to fees will be applied through consideration of a fair



Course Fee & Payment Policy | 013

and equitable process and via industry engagement and feedback. Any amendments and/or changes to course fees and/or payment terms and conditions will be communicated to all stakeholders and available for information via the APC Website and related policies.

- 3.3 All fees and charges relating to the course must be paid in full, ideally on completion. A student shall not be issued with a completed qualification, statement of attainment and/or course/unit certificates where the student has outstanding fees.
- 3.4 Flexible payment arrangements are available for all students. Australian Paramedical College has flexible arrangements to support course fee payments via; installments, credit card, direct debit, and Electronic Funds Transfer (EFT).
- 3.5 Students may request a Recognition of Prior Learning (RPL). Where RPL is applied there is no reduction in the unit fee, it remains the same as the cost of the unit in the course. A student requesting a full course RPL, may be considered for a reduction of the full course fee. The reduced fee for full course RPL with APC is considered on a case by case basis
- 3.6 Full Course RPL where available includes all the course units with the exception of the course's core unit. Specifically, core units that are crucial for Clinical Practice application and assessment requires the assessment of a student's critical skills (HLTAMB008 or HLTAMB007)
- 3.7 Any RPL attempt assessed and deemed Not Yet Competent (NYC) from a full course RPL will incur the unit of competency fee. The student shall be directed to complete the NYC unit learning and assessment or parts thereof via the online platform and/or practical assessment tasks.
- 3.8 Transfer of Credit is available for all students and courses. An individual unit transfer of credit is not subject to a unit fee. However, APC applies a course fee cap for significant transfer of credits. Transfer of Credit course and unit fees are communicated to the student prior to enrolment.
- 3.9 Transfer of Credit approvals are determined on a case by case basis and the reduction of a fee for credit is only applied result once the students provided qualification(s)and/or transcript(s) have been are verified as true and correct through the Quality Practice (Compliance) department and confirmed as authentic with the issuing organisation. Students shall receive unit fee credits post enrolment where verification of issuance cannot be confirmed prior to enrolment.
- 3.10 Full Course Transfer of Credit is not acceptable by APC. (see 3.6)



Course Fee & Payment Policy | 013

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 invoice of course fees for approval prior to enrolment.

5. Fee Protection

- 5.1 The Australian Paramedical College may accept prepaid payments greater than \$1500 at any one time for training and assessment services as a registered member of the Australian Student Tuition Assurance Scheme (ASTAS) and the Australian Council for Private Education and Training (ACPET) and therefore may accept payments above \$1500 at any one time for training and assessment services.
- 5.2 Australian Paramedical College supports enrolling students to participate in the available payment plan options. These payment plan options assist the students in managing the payment of the course costs

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.



Course Fee & Payment Policy | 013

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

- Replacement of Testamur/Statement of Attainment \$30.00.
- Assessment fees for reassessment post three attempts and NYS outcomes for a unit and/or late assessment submission shall 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 may be relevant. Refunds are assessed on a case by case basis and in accordance with the Refund Policy available via the APC website. All students prior to enrolment are provided access to and directed to read the Refund Policy to confirm their understanding of the criteria for refunds.

9. Duration of Course Enrolment

9.1 Australian Paramedical College considers the following Target groups when referring to duration of course enrolment

- Target Group 1: Experienced students and/or those currently working in the industry with the likelihood of eligibility for Credit Transfer and/or Recognition of Prior Learning
- Target Group 2: New Students with little or no industry or vocational experience

9.2 All course enrolment durations are reflective of the target groups and commence on the student's course intake date. The Exception being where a student requests to defer the intake date, in which instance duration begins from student requested start date.

9.3 Australian Paramedical College does not guarantee that extensions for studies will be granted, however, Australian Paramedical College will consider on a case by case application, extension requests and review the circumstances/purpose for an extension in the decision-making process. Students will be advised in writing via email of the extension request decision and students have the right to appeal such a decision in writing utilising the APC appeal process.

9.4 Applications to extend the course enrolment duration must be submitted in writing to the Student Success department for approval prior to the identified 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.



Course Fee & Payment Policy | 013

10.2 Students with outstanding and/or late fees are seen as not eligible for the issuance of a completed Qualification and/or Statement Attainment until the required fees are paid.

10.3 For employment and/or evidence students may request a formal letter indicating course and unit completion where required. Where a student has late or outstanding fees any assessment tasks submitted may not be assessed and completed until all outstanding fees and charges have been bought up to date and/or paid in in full.

10 Authority

The authority for the issue of this policy is the CEO for the Australian Paramedical College

The delegate for the CEO is the Quality Practice Coordinator

Peter Evans

Chief Executive Officer

16 May 2019

Version	Purpose/amendments	Issued
V1.1_17	Initial implementation	30 Dec 2017
V1.2_18	Annual Review	09 Apr 2018
V1.2_19	Annual review	23 Apr 2019
V1.3_19	Updates and amended to reflect Refund policy amendments	16 May 2019