

# FEES AND CHARGES

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There is a lot of information about fees that students need to be aware of to ensure they fully understand their rights and responsibilities before enrolling. It's important that students take up the right fee option to meet their individual circumstance. Fees are dependent on many factors including, qualification, age, and financial position. Trainers and Gold Star staff are available to discuss and explain options.

The ideal way to know exactly what fee option suits a student best is during the pre-enrolment meeting. Using the Decision Tree and Fee Payment Application Form we can assess individual circumstances. Students will need to supply supporting documents to substantiate claims made in these forms. Once all this has been received and reviewed, we can confirm the fees for the enrolment.

### OVERVIEW

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees

The information below is correct for units opened in 2023 and may be subject to change at the discretion of DTWD. The cost of training is charged per unit on opening and is confirmed at that time.

Gold Star Child Care Training does not charge any resource fees.

**In 2023, DTWD have identified both courses delivered by Gold Star Child Care Training as part of the Fee Free '23 initiative. This means that while places exist, eligible students will not be charged fees for either of the courses when enrolled via a funded traineeship.**



For students who are not eligible for a fee free place, such as existing workers, the following fees apply.

Qualification	Nominal Hours	Traineeship (T/SHIP)		Fee For Service (FFS)	RPL*	Available (Criteria Apply)	
		Non-Concession	Concession			Instalment Plan	Fee Waiver
<b>CHC30121</b> Certificate III in Early Childhood Education and Care	1062	\$1,720.44	\$509.76	\$275 per unit	<b>Traineeship</b> \$75.00 per unit	Yes	Yes
<b>CHC50121</b> Diploma of Early Childhood Education and Care	1185	\$1,919.70	\$568.80	\$395 per unit		Yes	No

\* RPL Fee is applied per unit after an accepted application is made.

All courses delivered by Gold Star Child Care Training are targeted fee relief courses and as such have fee caps in place per calendar year. The maximum course fee for non-concession students undertaking a targeted fee relief course in 2023 is \$1,200. For concession students and youth, the maximum course fee for undertaking a targeted fee relief course in 2023 is \$400.

Funded Existing Workers will be charged at Lower Fees, Local Skills rates while there are available funding places. Once places are exhausted these students will be charged at Diploma rates. Non-Eligible Existing worker trainees at any qualification level are charged at the \$5.79 fee rate and are only eligible for fee concessions in courses specified at Attachment A. Targeted fee relief course fee caps do not apply.

Units completed via RPL are not included in calculations for fee caps.

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## CONCESSIONAL CIRCUMSTANCES

The following are instances where the concession rate can apply:

- 1) Persons and dependants of persons holding:
  - a) A Pensioner Concession Card.
  - b) A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
  - c) A Health Care Card.
- 2) Persons and dependants of persons in receipt of services from the following Commonwealth support or employment services programs:
  - a) Workforce Australia; or
  - b) ParentsNext
- 3) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- 4) Persons and dependants of persons in receipt of the Youth Allowance.
- 5) Persons and dependants of persons who are inmates of a custodial institution.
- 6) Secondary school-aged persons, not enrolled at school.
  - a) In 2023, these students will be born on or after 1 July 2005 and must be at least 15 years' old
  - b) the maximum course fee chargeable in 2023 is \$420
  - c) This maximum applies to the total course fees for one or more courses for both concessional and non-concessional students.
  - d) Students must also have a NOA (Notice of Arrangement) from the Education Department.

For the Workforce Australia, or the ParentsNext program, appropriate evidence of a student's eligibility for concession is a letter from the Commonwealth services provider confirming the student's participation in the program.

If the concession is valid for the full enrolment period, then all eligible units the student enrolls in within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units the student enrolls in on or after the start date and prior to the expiry of the concession attract the concession rate.

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## FEE INSTALMENTS

All students are expected to either pay their fees in full on enrolment (when due), have a signed declaration from their employer advising that they are to be invoiced, or agree to an EziDebit payment plan.

**Trainee students** have access to either a \$25 / week or \$50 / fortnight payment plan.

**Fee for Service students** have access to either a \$50 / week or \$100 / fortnight payment plan.

All payment receipts will include a record of total amounts owing.

If payments are not maintained or the payment agreement is breached no further training will commence until such time that back payments are made, or a suitable arrangement has been agreed.

Gold Star has absorbed the standard fees associated with direct debit therefore they are not charged to the student. However, fees for any defaulted payments may be charged directly to the student by Ezidebit.

Should individual circumstances change at any time (e.g. training has been put on hold) an application can be made to change the agreed instalment plan. This is applied to the CEO and each decision is made on a case by case basis.

Alternate payment agreements can only be approved in writing at the discretion of the CEO.

Qualification documents will only be issued once all fees have been paid. Unless otherwise approved by the CEO.

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#### FEE WAIVER (SEVERE FINANCIAL HARDSHIP)

The option for Fee Waiver when enrolled into a Diploma level course is no longer available.

A person is considered to be in severe financial hardship only where they are unable to provide food, accommodation, clothing, medical treatment, or other basic necessities for themselves and/or their dependents.

Forms of entertainment or recreation are not basic necessities.

The assessment of whether an applicant qualifies for a fee waiver is to be made on the basis of their individual circumstances and those of any dependent family members.

Subject to the exceptional circumstances outlined below, a fee waiver cannot be given unless **ALL** of the following criteria are met.

1. The student's income must not exceed the Department of Human Services income thresholds for the low income health care card, as outlined below.

Where these criteria are not met, instalment plans are appropriate and extended payment periods may also be considered.

Status	Weekly Income	Total Income in the 8 week period prior to applying
Single, No children	\$646.00	\$5,248.00
Couple combined, no children	\$1,127.00	\$9,016.00
Single, one dependent child	\$1,127.00	\$9,016.00
Couple combined, one child	\$1,161.00	\$9,288.00
For each additional child, add	\$34.00	\$272.00

2. The student does not have the disposable income to pay the fees via instalments without compromising their ability to meet their basic living needs or those of their dependents.
3. There is no basis for concluding that the student's financial circumstances are likely to change within a reasonable period (e.g. 12 months).

The student **must provide** relevant supporting documentation to evidence their claim, including detailed evidence as to their financial circumstances. The nature of the evidence provided will depend on the individual circumstances of the student.

Example evidence for assessing income includes the previous 8 weeks' pay slips for all and any income received.

Example evidence for assessing outgoings includes tenancy / board agreements, utility / phone bills, loan agreements, and receipts.

A Fee Waiver is only applicable to units opened in the calendar year. Applications must therefore be made at the beginning of each year to determine applicable fees.

Please the Jobs and Skills WA website for more information on fees and charges for funded courses.

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### CANCELLATIONS AND REFUNDS

All cancellations or withdrawals of training should be in writing and accompanied by the appropriate documentation. If a student is not contactable for three months, and is not registered as being on hold, process will begin to withdraw them from training. All effort will be made by the allocated trainer and other staff to contact the student direct using one or more of the following; phone call, text message, email, in person or letter.

**Full Refunds** - Students who withdraw are entitled to a full refund of the applicable course fee, resource fee and other fees where:

- a unit is cancelled or re-scheduled to a time unsuitable to the student; or
- a student is not given a place due to maximum number of places being reached.

Accountable officers can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by the RTO (such as early termination or failure to provide the agreed services).

**Part Refunds** - RTOs must set a census/withdrawal date for each unit at no less than 20% of the way through the period during which that unit is undertaken.

Students who withdraw for reasons other than those outlined above and who lodge a withdrawal form before the census/withdrawal date for a unit will be eligible for a full refund of the course fee for the unit; and

- a full refund of the resource fee if the course is a Diploma or Advanced Diploma course; or
- 50% of the resource fee if the course is below Diploma level.

**Pro-Rata Refunds** - Accountable officers can approve a pro rata refund of fees and charges at any time during the course of delivery if students withdraw for reasons of personal circumstances beyond their control.

For example:

- serious illness resulting in extended absence from classes;
- injury or disability that prevents the student from completing their program of study; or
- other exceptional reasons at the discretion of the accountable officer.

In all cases, relevant documentary evidence (for example, medical certificate) is required. Details of all refunds should be retained for audit purposes, and the enrolment form annotated to show that a refund has been given.

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### FIRST AID TRAINING

The First Aid unit is a core component of all qualifications currently offered by Gold Star, however as this is a specialist unit it is not delivered by Gold Star Child Care Training staff. Students will be expected to complete the training and assessment for this unit through a separate RTO and then apply for credit transfer into their Gold Star enrolment. There is no cost for the credit transfer part of this process but the fees for training and assessment itself are set by the issuing RTO.

Should you require guidance to available RTOs that deliver the first aid unit relative to your course, please speak to your Trainer or our office.