

## Purpose

The purpose of this Policy is to ensure that there is clear and transparent information available to students and other paying stakeholders accessing Nationally Recognised Training and education services through Vative Healthcare and Nursing Academy. Vative Healthcare/Nursing Academy makes every effort to ensure all paying clientele are made aware of the Fees, Refund and Cancellations policy before accepting any engagement of services.

Vative Healthcare exercise fair and reasonable financial dealings to ensure compliance with regulatory bodies.

## Standards and Conditions

The following table represents areas which this policy and procedure relate to in accordance with Federal and State Government contract guidelines.

<b>ASQA: Standards</b>	<b>Delegate Requirements</b>	<b>HESG: VET Funding Contract</b>
Standard 5.3		Clause 5.2 (b, c, g)
		Schedule 1, Clause 1.4 (a, b)
		Schedule 1, Clause 4.7
		Schedule 1, Clause 6
		Schedule 1, Clause 12.2

## Responsible Parties

The Group Financial Controller on behalf of the Chief Executive Officer is responsible for ensuring this policy is adhered to.

## Policy Outline

Vative Healthcare charges fees for participation in Fee for Service training programs. Where fees are paid in advance, the payment records will ensure that the participant's payments are recorded separately within the accounting system and in sufficient detail so that training progress can be monitored against fees paid.

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## Fees and Charges – Government, Student or Client

Vative Healthcare/Nursing Academy delivers workplace-based nationally accredited Fee-for-Service training to students where the following rates are applicable for the training and assessment and may be varied to reflect specific client requirements. This can be negotiated into a payment plan, which will be recorded on the training agreement. These are the current Fees and Charges.

	Government Contribution (approximate how much the Government Pays)	Student Contribution (How much the Student Pays)						
		Tuition Fees			Additional Course Fees (as relevant)			
		A	B	C	Administration Fee (deposit)	RPL Assessment (Per Unit)	C/T Assessment (Per Unit)	Resources (Incl. GST)
		Concession (Funded – Skills First Program)	Non-Concession (Funded – Skills First Program)	Fee for Service (FFS)				
<b>NATIONALLY ACCREDITED QUALIFICATIONS</b>								
CHC33021 Certificate III in Individual Support	\$8,550	\$0	\$0	\$8,550	\$0	\$350	\$250	\$0
CHC43015 Certificate IV in Ageing Support	\$11,250	\$0	\$0	\$11,250	\$0	\$350	\$250	\$0
BSB50420 Diploma of Leadership & Management	\$2,660	\$0	\$0	\$2,660	\$0	\$350	\$250	\$0
MSS560322 Diploma of Competitive Systems and Practices	\$6,825	\$0	\$0	\$6,825	\$0	\$350	\$250	\$0

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		Tuition Fees			Additional Course Fees (as relevant)			
		A	B	C	Administration Fee (deposit)	RPL Assessment (Per Unit)	C/T Assessment (Per Unit)	Resources (Incl. GST)
		Concession (Funded – Skills First Program)	Non-Concession (Funded – Skills First Program)	Fee for Service (FFS)				
<b>UNITS OF COMPETENCY*</b>								
HLTHPS006 Assist Clients with Medication	N/A	\$0	\$0	\$750	\$0	\$350	\$250	N/A
HLTHPS007 Administer and monitor Medication	N/A	\$0	\$0	\$1,000	\$0	\$350	\$250	N/A
HLTAID009 Provide Cardiopulmonary resuscitation	N/A	\$0	\$0	\$250	\$0	\$350	\$250	N/A
HLTAID011 Provide First Aid	N/A	\$0	\$0	\$500	\$0	\$350	\$250	N/A

*\*Please note we are a workplace-based RTO and these 4 units of competency listed above are only offered in a workplace setting. Class sizes are a minimum of 10 students.*

For all other Courses Eligibility criteria apply. Unless otherwise stated, all courses are 'current' as published on the National Register.

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## Skills First Program Entitlement

To be eligible for a Skills First Program training subsidy an individual must be an Australian citizen, a holder of a permanent visa or a New Zealand citizen and must be living in Victoria. An individual is eligible to:

- Commence a maximum of two (2) subsidised courses in a calendar year;
- Undertake a maximum of two (2) subsidised courses at any one time; and
- Commence a maximum of two (2) subsidised courses at the same level within the AQF in their lifetime.

Accessing the Skills First Program entitlement may impact individual's future eligibility for further government subsidised training. Individual eligibility for the Skills First Program is assessed by a Course Advisor prior to enrolment. The Skills First Program is delivered with Victorian and Commonwealth Government funding.

The student tuition fees as published are subject to change given individual circumstances at enrolment.

## Material and Administration Fees

Vative Healthcare does not charge 'Materials and Administration Fees' for enrolments.

## Fees paid in Advance

Vative Healthcare/Nursing Academy will not accept payment of more than a total of \$1500 from each individual student prior to the commencement of the course. Following course commencement, Vative Healthcare/Nursing Academy may require payment of additional fees attributable to costs incurred on behalf of the student for training services only.

## Grounds for Refunds

Vative Healthcare/Nursing Academy will fully refund fees to the paying client who cancels with no less than 10 business days' notice prior to enrolment/induction.

Vative Healthcare/Nursing Academy will not refund fees to any clients once commenced. This can be negotiated with the CEO of Y Learning and Development and any changes is at their discretion.

After enrolment candidates who cancel a program will only be eligible for a partial refund (only if fees were paid 100% up front) in the following circumstances:

- Vative Healthcare/Nursing Academy withdraws the training program.

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- Terminal illness (or injury) to the Candidate which makes it impossible for the Candidate to complete the program. Such applications must be supported by appropriate medical documentation.

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Circumstances in which a refund will not be granted for cancellation from a module/program:

- Any cancellation or withdraw at any time after enrolment/induction;
- Change of mind;
- Change of employment or working hours;
- Domestic relocation;
- Financial hardship; or
- Retrenchment (a deferral may be granted)

In an unforeseen circumstance, in which Vative Healthcare/Nursing Academy withdraws its RTO license, all Enrolment and Materials Fees will be refunded for students who have not commenced any training, if fees have been paid upfront. Students who have commenced training will be applicable for a pro-rata refund. This can be negotiated with the CEO of Y Learning and Development and any changes is at their discretion.

## Payment of Refunds

Candidates who have been granted a refund will receive a refund of the full purchase amount, within 30 working days from receipt of returned hard copies of training materials.

Refunds will not be paid until hard copy training materials have been returned. Refunds will only be paid to the person or body (on behalf of the Candidate) from who the original payment was received.

## Victorian Government Subsidised Training Only

### Tuition Fees

Vative Healthcare/Nursing Academy does not charge students tuition fees for enrolments related to Government subsidised training (Victorian funded candidates).

A Statement of Fees is made available to each student prior to enrolment when the pre training review takes place.

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## Concession Fees (Funded students only)

Vative Healthcare/Nursing Academy may apply a 20% concession fee for enrolments in courses at the Certificate IV level or below when students (or their respective employers) supply prior to enrolment a current and valid:

- Healthcare Card issued by the Commonwealth.
- Pensioner Concession Card.
- Veteran’s Gold Card.
- An alternative card or concession eligibility criterion approved by the Minister for the purposes of the Skills First guidelines.
- The spouse’s card for a dependent spouse (or dependent child of a card holder).
- Referred Job Seeker.
- Or if the student self identifies as Aboriginal or Torres Strait Islander (concession will be applied at any AQF level).

Copies of any eligible concessions will need to be retained in the student file. Students who cannot supply evidence of the above concessions within a reasonable timeframe, determined by Vative Healthcare/Nursing Academy, will be deemed as a full FFS paying student.

## Cancellations

At the discretion of the Chief Executive Officer, a cancellation fee may apply for workplace clients where participants withdrawing from the program result in training group numbers falling below minimum levels as defined in the client’s training agreement.

The cancellation fee is calculated as \$1,000 per **session** remaining per cancelled **student**. This can be negotiated with the CEO of Y Learning and Development and any changes is at their discretion.

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### Cancellation Fee per cancelled student below minimum

Cancellation Fee per cancelled student below minimum	Sessions Remaining >>									
	10	9	8	7	6	5	4	3	2	1
	\$10,000	\$9,000	\$8,000	\$7,000	\$6,000	\$5,000	\$4,000	\$3,000	\$2,000	\$1,000

### Procedure Outline

All refund requests must be made in writing and submitted to the Chief Executive Officer through:

- Direct e-mail to [accounts@vative.com.au](mailto:accounts@vative.com.au) with the subject heading "Request for Refund"; or
- Direct postal mail to **490 Springvale Road, Glen Waverley VIC 3150**, attention to Chief Executive Officer.

Clients requesting a refund of fees must provide the following details in writing:

- Purpose of refund
- Full name as depicted on the student enrolment form
- Contact telephone number (mobile, home or work)
- Contact e-mail address
- Address (work or home)
- Enrolled qualification(s)

The Chief Executive Officer will respond to the request directly with the student or the employer primary contact if the training is workplace based and the fees were paid directly by the employer on behalf of the student. The Chief Executive Officer will abide by the following timeframes to action requests for refunds in a timely and efficient manner:

- Respond to all written requests within 15 business days
- Authorise and issue a refund within a further 15 business days following the initial response to the client.

This Vative Healthcare/Nursing Academy policy is published on the website.

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## Payment Terms

The client is required to pay Vative Healthcare/Nursing Academy within 14 working days of receiving an invoice. Late payments at the discretion of Vative Healthcare/Nursing Academy may incur a late fee of \$55 per month or 10% annual interest fee calculated monthly from due date of payment, whichever is greater. Optionally training may be deferred until payment is made.

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