

Schedule of Fees and Charges

8 Dimension Education is a Registered Training Organisation (RTO Code: 45239) and operates in accordance with the Standards for Registered Training Organisations 2015. 8 Dimension Education charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services.

When and how do I pay?

Fees are payable when you receive your confirmation of enrolment and invoice for the enrolment fee. Fees must be paid in full within 5 days of receiving this notification from RTO Name. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit or credit card.

Can I get a refund?

Yes - If you give notice to cancel your enrolment 10 business days or more prior to the commencement of a program you will be entitled to a full (100%) refund of your fees paid.

If you give notice to cancel your enrolment 9 business days or less prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by 8 Dimension Education is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

Who is responsible for training quality and issuing you your certificate?

8 Dimension Education is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates. An AQF certificate is a qualification certificate of a Statement of Attainment that may be issued if you achieve the outcomes of the course. We do not outsource our training services to others and take great pride in our relationship with you.

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Our guarantee to you

If for any reason 8 Dimension Education is unable to fulfil its service agreement with a student, 8 Dimension Education must refund the student's proportion of fees paid for services not yet delivered. So, as an example, if you had paid in full for a course which had 2 units of competency and you had completed 1 unit at the time a course was cancelled, you would be entitled to a 50% refund on your fees paid.

How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form which can be obtained from reception or by contacting us by phone and requesting a copy. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

Are my fees protected in case I need a refund?

Yes - 8 Dimension Education has a responsibility to limit the collection fees paid by students to minimise the amount paid in advance at any time. To meet this requirement, 8 Dimension Education cannot request a prospective or current student to prepay fees more than a total of \$1500 (being the threshold prepaid fee amount). This means paid prior to the commencement of a course or during the delivery of the course. If for any reason 8 Dimension Education needed to cancel the course, it means that your total liability is limited to \$1,500 at the most. It is a smart way to protect students as consumers.

Am I protected under Australian Consumer Law?

Yes, as a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and under State and Territory consumer protection laws. These protections include areas such as unfair contract terms, the consumer guarantees, to statutory a cooling-off period, and unscrupulous sales practices. You can find out more information about your rights as a consumer from the Australian Consumer Law website which includes a range of helpful guides relating to specific areas of protection. Please visit the following site for more information: [Australian Consumer Law](#)

Do I pay GST in my tuition fees?

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course. GST does however apply on the payment of some miscellaneous charges which are described below in Other Charges.

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Changes to terms and conditions

8 Dimension Education reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that effect the student's enrolment the student will be informed 7 days prior to changes taking effect. Students then have 28 days to submit an appeal from the date they were informed of the decision. Further information about appealing a decision is contained in the Learner Handbook.

Courses Fees

In accordance to Clause 7.3 (Standards for RTOs 2015) National Training Organisation does not accept payment of more than \$1500 from a student prior to qualification/course commencement. Following commencement, where the RTO requires payment of additional fees in advance from the student, at any given time, the total amount does not exceed \$1500.

BSB30115 Certificate III in Business	\$2,500
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$700.00 – 2nd Payment – Within 5 days after the course commencement: \$1,000.00 – 3rd Payment – Before completion: \$800.00 	
BSB30415 Certificate III in Business Administration	\$2,500
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$700.00 – 2nd Payment – Within 5 days after the course commencement: \$1,00.00 – 3rd Payment – Before completion: \$800.00 	

Note.

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.

Payment Plans

Payment plans are available to assist student to spread the cost of the course using smaller regular payments. These would be established through your nominated bank by a direct debit agreement. Please let us know when submitting your enrolment application if you are interested in establishing a payment plan.

Other fees and charges

Miscellaneous Charges

Item	Cost
Copy Fee. Required where a student requests a photocopy of their student record.	\$10.00 (Incl. GST)
Re-issuing a qualification or statement of attainment	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook and text	\$150.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)

Special Notes:

- Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to seek additional assessment opportunities. The re-assessment service includes individual re-training to prepare the student for the re-assessment.
- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are identified above for completing an individual unit of competency. The initial application/enrolment fee for RPL into the above qualifications is \$1,500.00 with the balance of the fee due at the completion of the RPL assessment process before any AQF certificate is issued.
- All fees must be paid in full before students can be issued with any AQF Certificate relating to their achievements.
- Student should refer to the course brochure for the course they are considering for a detailed description of the services offered in each course.

Document History

Revision	Date	Description of modifications
1.0	September 2018	Original
2.0	October 2018	Customised and updated for 8 Dimension Education

Document Details

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