

## REIT FEES AND REFUNDS POLICY

This document outlines the fees, charges and refund policy for students enrolled in training with the REIT.

### PROPERTY CONSULTANT & ASSISTANT PROPERTY MANAGERS COURSE (PC&APM)

For the PC&APM course two fee structures exist, **Class Based** or **Distance Learning**.

#### Class Based Fees.

Enrollments for the Property Consultant's Course close 10 business day before course commencement.

The following costs apply:

	Property Consultant (PC)	Assistant Property Manager (APM)	Both PC&APM
Class Based Delivery	\$590	\$590	\$690

#### Class Based Refunds

Students who withdraw from the PC&APM course will be provided with a refund, an administration fee will be charged depending on how many days prior to course commencement a student withdraws. All withdrawals from the PC&APM Course must be given in writing (letter, fax or email), no refunds will be provided after course commencement.

**Where the REIT cancels a course, a full refund will be provided.**

Days with withdrawn prior to commencement	Admin fee
More than 10 Days	No Admin fee, full refund.
Less than 10 days	\$200 Admin fee
After Course Commencement	No refund

#### Distance Learning Fees

The following fees apply for students enrolling in distance learning.

	Property Consultant (PC)	Assistant Property Manager (APM)	Both PC&APM
Distance Learning Paper Package	\$340	\$340	\$440
Distance Learning CD/DVD Package	\$190	\$190	\$290
Distance Learning Paper Package – <b>Without assignments</b>	\$305	\$305	\$380
Distance Learning CD/DVD Package –	\$170	\$170	\$280

## Without assignments

### Distance Learning Refund

**No refund options exist for students once Distance Learning Training material has been dispatched.**

## SINGLE COURSE TRAINING, (CPD TRAINING)

### Single Unit fees

For students who do not receive funding for training (i.e. Traineeships) following fees apply for each unit. Enrolments for units must be received 10 days before

	Cost Per day of Training
Industry Member	\$180
Non-Industry Member	\$270

### Single Unit Refunds

Students who withdraw from single unit courses will be provided with a refund, an administration fee will be charged depending on how many days prior to course commencement a student withdraws. All withdrawals from training must be given in writing, no refunds will be provided after course commencement.

**Where the REIT cancels a course, a full refund will be provided.**

Days with withdrawn prior to commencement	Admin fee
More than 10 Days	No Admin fee, full refund.
Less than 10 days	\$60 Admin fee
After Course Commencement	No refund

## CERT III AND IV FUNDING STRUCTURES:

Students who undertake either Certificate III or IV qualifications may be eligible to receive varying levels of funding for their qualification: **User Choice** (New employees) or **Employer Incentives** (Existing Workers) Employees may be able to access one or both of these programs.

### User Choice

User Choice funding is support to the REIT to provide training for students, students who qualify for User Choice funding are not charged for their training by the REIT. Eligibility for this funding is assessed by an **Australian Apprenticeship Centre** (AAC) to Qualify for User Choice funding an employee must meet several criteria:

- Must be a 'new employee' this is classified as a full time worker employed within the last three months or a Part-time employee employed within the last 12 months
- Be aged be 16-65
- Be an Australian Citizen
- Must not have received User Choice funding within the last seven years

### Employer Incentives

Employer incentives are provided to employers to support training of staff. Employers receive an incentive of \$1500 three months after the commencement of an employee's training and \$2500 on completion. Eligibility for this funding is assessed by an **Australian Apprenticeship Centre** (AAC) to qualify for Employer Incentives an employee must the following criteria:

- Not have received funding within the last seven years
- Not be an owner or partner in the business
- Be aged between 16-65
- Be an Australian Citizen

The following table sets out the costs associated with traineeship and a breakdown of the funding options available for the **Certificate III**

### Certificate III

Trainee Funding Status	Cost of Training <sup>1</sup>	Employer incentives	Net \$ Position
User Choice <i>and</i> Employer Incentives	\$700	\$4000	+\$3300
Employer Incentives	\$2000	\$4000	+\$2000
User Choice	\$500	Not applicable	-\$500
No Funding	\$2000	Not applicable	-\$2000

<sup>1</sup> Cost of Training is an approximation only and may vary depending on student's choice of delivery method and electives.

The following table sets out the costs associated with traineeship and a breakdown of the funding options available for the **Certificate IV**

#### Certificate IV

Trainee Funding Status	Cost of Training <sup>2</sup>	Employer incentives	Net \$ Position
User Choice <i>and</i> Employer Incentives	\$700	\$4000	+\$3300
User Choice	\$500	Not applicable	-\$500
Employer Incentives	\$4100	\$4000	-\$100
No Funding	\$4200-\$4600	Not applicable	-\$4200-\$4600

#### CERT III AND IV COST STRUCTURES:

Where a student does not qualify for User Choice funding the following charges will apply:

**Certificate III:** \$700 upon enrolment, then there after \$200 per month until the full fee has been paid.

*(Students progression is reviewed monthly, if the student isn't progressing the charging will be placed on hold until the student has commenced/completed the number of units charged for).*

**Certificate IV:** \$700 upon enrolment, then there after \$200 per month until the full fee has been paid.

*(Students progression is reviewed monthly, if the student isn't progressing the charging will be placed on hold until the student has commenced/completed the number of units charged for).*

Where a student qualifies for employer incentives, these incentives will offset nearly all of these cost of the Certificate III and IV.

#### CERTIFICATE III, IV STUDENT REFUNDS

Where an employer cancels a traineeship before the employee commences training the employer will receive \$200.00 refund. Where training has been provided no refund will be given.

<sup>2</sup> Cost of Training is an approximation only and will vary depending on student's choice of delivery method and electives  
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## DIPLOMA FUNDING STRUCTURED COSTS

The Diploma consists of 27 Units. Total costs for the diploma will vary from \$4500 - \$6000, this will depend on elective choice and delivery method, employers may be able to receive Employer Incentive funding for employees completing the Diploma:

### Diploma Employer Incentives

Diploma employer incentives are provided to employers to support training of staff. Employers receive an incentive of \$1500 three months after the commencement of an employee's training and \$2500 on completion. Eligibility for this funding is assessed by an **Australian Apprenticeship Centre (AAC)** to qualify for Employer Incentives an employee must the following criteria:

- To not have completed a Diploma, Advanced Diploma, Degree etc
- Not be an owner or partner in the business
- Be aged between 16-65
- Be an Australian Citizen

## DIPLOMA COST STRUCTURES:

The following charges will apply:

**Diploma:** \$200 per month until the full fee has been paid.

*(Students progression is reviewed monthly, if the student isn't progressing the charging will be placed on hold until the student has commenced/completed the number of units charged for).*

## DIPLOMA REFUNDS

Diploma refunds will be calculated on a basis of fees paid, minus the cost of training provided and a \$200 administration fee.

## ADDITIONAL TRAINING FEES

### Recognition of Prior Learning (RPL)

RPL is available for many units in the Certificate III, IV and Diploma. The Cost of RPL \$125 per unit, this includes assessment.

### Assessment Appeal Process Fees

The fee for submission of a formal assessment appeal is \$30.00

### Reprint of Certificates & Statements of Attainment

Time since qualification was issued	Cost (\$)
Less than 2 year	\$25
2-5 year	\$75
5+ years	\$125

### Flexible Delivery Fees

Provision of information about qualifications and the flexible delivery process: **free**

### Initial Assessment and Development of Training Plan

- Where undertaken by the candidate attending a meeting with the Training Manager/Supervisor at the REIT or telephoning the Training Manager/Supervisor at the REIT: **free**
- Where undertaken at the candidate's workplace:
  - For a trainee on a registered training agreement which attracts funding for the REIT: **free**
  - For other candidates: \$125 per hour (minimum charge: \$125) plus travel costs at 58-70 cents per kilometre from the point from which the closest available assessor must travel.

### Subsequent Visits for Assessment and Guidance

- \$125 per hour plus travel costs at 58-70 cents per kilometre from the point from which the closest available assessor must travel.

### Credit Transfer Fees

There is no cost associated with requests for national recognition or Credit transfer when all required documentation is provided.

### Enrollee Substitution

Where an employer is liable for payment of course fees for a participant not attending, the employer may, at his/her discretion, send a substitute employee to the training session.

### Replacement Learning Material

Cost for replacement of learning material is \$8.00 per unit; this includes a copy of the manual, assessment and associated course material.