



Fees & Charges Policy

The purpose of this policy is to ensure a consistent approach to fees and charges for students and clients.

PURPOSE

ALL STATES TRAINING is committed to ensuring that fees and charges are administered in accordance with the Standards for Registered Training Organisations. As such, ALL STATES TRAINING is required to ensure the protection of fees paid by individual learners or prospective learners for services where the required payment is in excess of \$1500 (being the threshold prepaid fee amount).

The purpose of this policy is to ensure ALL STATES TRAINING has a consistent approach to fees and charges for students and clients.

POLICY STATEMENT

All States Training is committed to ensuring that individual learners and prospective learners fees paid are protected.

ALL STATES TRAINING ensures that:

- a) Learners are not required in any circumstance to prepay fees in excess of \$1500. either prior to course commencement or at any stage during their course. Fees will be paid off during a course in instalments according to an agreed payment plan.
- b) Learners will be advised prior to enrolment, the relevant fees to a course.
- c) The student handbook outlines ALL STATES TRAINING refund policy and procedure and is readily available to all individual learners or prospective learners.

PAYMENT OPTIONS

- Payment can be made by cash, bank cheque, business cheque, direct debit (Using EZIDEBIT), credit card or EFTPOS.
- Any variations to the above payment options will be detailed in the writing which superseded this policy.
- Payment may be made directly to a third-party under an agreement, but any and all fees must be advised to the Learner prior to commencement or enrolment in any course.