

*This Training is delivered with Victorian and Commonwealth Government funding*

From the 1<sup>st</sup> of January, 2018 all Registered Training Organisations that have received a Service Agreement to offer Government Subsidised Training under the Skills First Program (2018-19 Standard VET Funding Contract) are contracted by the same student eligibility criteria and are under the same obligations when collecting Tuition Fees including any applicable Funding Gap Payments (although these amounts may differ between providers).

## What Will It Cost To Enrol?

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You are required to pay an **Enrolment Fee** and **Tuition Fee** as outlined below:

**Enrolment fee** of **\$100.00** - this fee must be paid prior to, or at Enrolment. Your enrolment is not **valid** until these fees have been paid. The enrolment fee covers the following:

Material Fee – a material fee of \$64. The materials fee relates to goods or materials that become the property of the student and is retained by them in the event of withdrawal from the course. This fee includes cost of handouts and other relevant material supplied by the service. There are no concessions for materials fees. There are no refunds after four (4) weeks of commencement of classes.

Student Support Fee – a student support fee of \$36 is charged to all students. This fee is charged to cover the use of computers and the provision of student and administration support. The enrolment fee is **NON refundable**.

**Tuition Fee** ('The student tuition fees as published are subject to change given individual circumstances at enrolment')

The following is a brief explanation of the 2018 tuition contribution for students undertaking Government Funded training under the Skills First Program. All fees are correct at the time of publication issued 1 January 2018.

**NB:** Fees will need to be paid within 3 months of the commencement of your training.

All our courses/programs are also offered on a Fee for Service basis for those students who are not eligible for a Government Funded Training Place, in the qualification of their choice. Fees are calculated on the hours of training to be undertaken within a calendar year. The maximum hourly rate varies according to the category.

**Full Tuition fee** – \$262.50 for Non Concession card holders

**Full Tuition fee** – \$52.50 for Concession card holders ONLY

Evidence of concession must be provided upon enrolment  
(This is calculated at 20% of the total Tuition Fee)

The following Fee Statement will give you an idea of the course fee structure for the course you are enrolling in, however there will be a need for each student to have their fee calculated separately. Encompass must sight and **retain** a copy of your concession card on enrolment for you to receive a concession on fees. The student tuition fees as published are subject to change given individual circumstances at enrolment.

Course Code	Course Name	Nominal Hours	Fee per hour Funded	Enrolment Fee	Funded Fee with Concession	Funded Total with Concession	Tuition Fee (Non)	Total Funded	Fee per hour Fee for Service	Total Government Contribution	Total Fee for Service	Estimated duration	Expected location	Expected modes of delivery	Practical placement
22294VIC	Course in Initial Adult Literacy & Numeracy	360	.72c	\$100.00	\$52.50	\$152.50	\$262.50	\$362.50	\$2.50	\$5,040.00	\$1,100.00	12 Months	400 Pakington Street Geelong/ Melton / Werribee	Face to Face	N/A
22293VIC	Certificate I in Initial Adult Literacy & Numeracy	530	.49c	\$100.00	\$52.50	\$152.50	\$262.50	\$362.50	\$2.50	\$7,420.00	\$1,425	12 Months	400 Pakington Street Geelong Melton / Werribee	Face to Face	N/A
22234VIC	Course in Initial General Education (Fee for service only)	225	N/A	\$100.00	N/A	N/A	N/A	N/A	\$2.50	N/A	\$562.50	12 Months	400 Pakington Street Geelong Melton / Werribee	Face to Face	N/A
22235VIC	Certificate I in General Education for Adults (Introductory) (Fee for service only)	410	N/A	\$100.00	N/A	N/A	N/A	N/A	\$2.50	N/A	\$1,125.00	12 Months	400 Pakington Street Geelong Melton / Werribee	Face to Face	N/A
22236VIC	Certificate I in General Education for Adults (Fee for service only)	430	N/A	\$100.00	N/A	N/A	N/A	N/A	\$2.50	N/A	\$1,175.00	12 Months	400 Pakington Street Geelong Melton / Werribee	Face to Face	N/A
22301VIC	Certificate I in Transition Education (Fee for service only)	1160		\$100.00	N/A				\$2.50	N/A	\$3,000.00	2 Years (For full Qual)	400 Pakington Street Geelong	Face to Face	N/A
22302VIC	Certificate I in Work Education	1070	.24c	\$100.00	\$52.50	\$152.50	\$262.50	\$362.50	\$2.50	\$14,980.00	\$2,775.00	12 Months	400 Pakington Street Geelong	Face to Face	60 – 80 Hours
AHC10116 AHC10216	Certificate I in Conservation & Land Management Certificate I in AgriFood Operations (Fee for service only)	245	N/A	\$100.00	\$52.50	\$152.50	\$262.50	\$362.50	\$2.50	N/A	\$712.50	12 Months	The Paddock-O'Halloran's Rd Leopold	Face to Face	N/A
AHC20316	Certificate II in Production Horticulture	380	.69c	\$100.00	\$52.50	\$152.50	\$262.50	\$362.50	\$3.00	\$2,437.50	\$1,240.00	12 Months	The Paddock-O'Halloran's Rd Leopold	Face to Face	N/A

SIR20216	Certificate II in Retail Services	345	.76c	\$100.00	\$52.50	\$152.50	\$262.50	\$362.50	\$3.00	\$1,035.00	\$1,135.00	6 Months	400 Pakington Street Geelong	Face to Face	N/A
SIT20316 SIT20416	Certificate II in Hospitality Certificate II in Kitchen Operations	545	.48c	\$100.00	\$52.50	\$152.50	\$262.50	\$362.50	\$3.00	\$1,635.00	\$1,735.00	6 Months	400 Pakington Street Geelong	Face to Face	N/A
CHC22015	Certificate II in Community Services	330	.79c	\$100.00	\$52.50	\$152.50	\$262.50	\$362.50	\$3.00	\$2,310.00	\$1,090.00	6 Months	400 Pakington Street Geelong	Face to Face	N/A
CHC33015	Certificate III in Individual Support	755	.34c	\$100.00	\$52.50	\$152.50	\$262.50	\$362.50	\$3.00	\$6,077.50	\$2,365.00	12 Months	400 Pakington Street Geelong	Face to Face	150 Hours
HLT33015	Certificate III in Allied Health Assistance	535	.49	\$100.00	\$52.50	\$152.50	\$262.50	\$363.50	\$3.00	\$5,350.00	\$1,705.00	12 Months	400 Pakington Street Geelong	Face to Face	80 Hours
CHC33015 HLT33015	Certificate III in Individual Support Certificate III in Allied Health Assistance	950	.27	\$100.00	\$52.50	\$152.50	\$262.50	\$362.50	\$3.00	\$5,227.50	\$2,950.00	12 Months (3 days p/week)	400 Pakington Street Geelong	Face to Face	200 Hours
CHC43115	Certificate IV in Disability	950	.27c	\$100.00	\$52.50	\$152.50	\$262.50	\$362.50	\$3.00	\$6,790.00	\$3,010.00	7 Months	400 Pakington Street Geelong	Face to Face	120 Hours
HLTAID003 HLTAID001	Provide first aid Provide CPR (Fee for service only)	12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$150.00	2 Days	400 Pakington Street Geelong	Face to Face	N/A
HLTFSE001	Provide Food Safety Practices (Fee for service only)	30	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$65.00	1 Day	400 Pakington Street Geelong	Face to Face	N/A

Australian Indigenous students are eligible to pay the minimum tuition fees.

If concession card holders enrolling in a course category, other than Skills Deepening, the relevant concession tuition fee applies. (We must sight and retain a copy of your concession card on enrolment).

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

Enrolment for eligible students in training is subsidised through the *Skills First* Program.

The Victorian Government will only fund 2 qualifications/courses per calendar year.

Access to further subsidised Government Funding may be affected.

## Fee Refunds

*This information is available in multiple formats on request*

The following will provide you with the information required should you request a refund of fees.

- Enrolment fee is **NON REFUNDABLE**
- 100 percent refund if the Organisation cancels your course.
- You are not entitled to any refund if you withdraw later than 30 days after the commencement of your course.