



## NOTICE TO LEARNERS WHO PLAN TO PAY COURSE FEE AS AN INDIVIDUAL

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### INTRODUCTION

Some learners enrol as individuals and pay the course fees themselves, rather than relying on an employer/government funding scheme to pay for them. As per RTO standards we are only able to collect up to \$1500 in prepaid fees. This Notice is to provide an instruction on how the course fee will be collected.

### RELATED LEGISLATION

As per Standards for RTOs 2015, [clause 7.3](#), RTOs are required to put in place protection for prepaid course fees from self-funded learners (not paid by employers or other businesses).

### HOW COURSE FEE WILL BE COLLECTED

If the total course fee is more than \$1500, please select the "Payment Plan" as your payment option (last step) if you enrol online. We will then email you a Credit Card Payment Authorisation Form (if you wish to pay from your Credit Card) or Direct Debit Request form (if you wish to pay from your bank account).

\*^Timing of debits will be:

- \$1500 at the enrolment;
- then from 3 months later for a duration of 9 months, a monthly debit equivalent to

$$\frac{(\text{Total Course Fee} - \$1500)}{9}$$

\* Please note: any outstanding course fees must be paid to S&B prior to the completion of the enrolment and Statement of Attainment, Attendance or Certificate issue.

^Calculation is based on a nominal 12 month enrolment period.

*Example:* Total Course Fee = \$6440

Timing of debits will be:

- \$1500 at the enrolment;
- then from 3 months later for a duration of 9 months, a monthly debit equivalent to

$$\frac{(\text{Total Course Fee} - \$1500)}{9} = \frac{(\$6400 - \$1500)}{9} = \$548.89 \text{ (per month for 9 months)}$$