

AIMAC FEE MANAGEMENT

As a Nationally Registered Training Organisation we are able to collect fees from the learner and must provide or direct the learner to information specifying:

- Fees that must be paid to us;
- Payment terms and conditions including deposits and refunds;
- Learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies;
- Learner's right to obtain a refund for services not provided by us in the event the:
 - arrangement is terminated early; or
 - We fail to provide the Services.

PROCEDURES

As a Nationally recognised training organisation we charge fee for services for qualifications and shall not collect a payment above the threshold amount of \$1,500.00 from a learner at any one time.

PAYMENT

An application for enrolment must be accompanied by a deposit of \$100. Course fees must be paid during enrolment via the website. Enrolment fees exceeding \$1500 can be paid in two instalments. The first instalment upon enrolment and the second instalment halfway through the course. We will send you an email reminder when it is time to pay the remainder of your course fee. We will also send you an overdue notice if the fees have not been paid by the specified due date. Enrolment fees exceeding \$3000 can be paid in 3 instalments. The first upon enrolment, the second halfway through your course and the third before completion of the course. The fee payment schedule will ensure that the fees are paid in full prior to the completion of your training, and will ensure we do not hold more than \$1,500 threshold for each Student.

Where an application for enrolment is not accepted due to a "not yet competent" being achieved on the initial skills assessment, the application and course fee will be refunded.

All fees will be clearly noted on brochures and associated websites. Fees can only be paid via Credit card through our website. After course registration has been completed and course fees paid via the website, we will send you an email with details of your initial skills assessment, cooling-off period, and information regarding payment of the remainder of your course fee.

The option available for payment of the remainder of the course fee is:

- Instalments of up to \$1500 with the final instalment being received within 7 calendar days of your course completion date;

All fees will be clearly noted on brochures and associated websites. Fees can be paid only via credit card through our website <https://aimactraining.com/course-registration/>. We do not accept payment via any other method.

COOLING-OFF PERIOD

The decision to enroll in any training has to be the right decision for your career aspirations and hopes for the future. To assist you in making the right decision, we allow a two day cooling off period immediately after the completion of your course registration.

This period of time allows you to firm up your decision to enroll and complete the training.

At the end of your cooling off period, you will receive a notification of enrolment and a reminder of your cancellation and fee obligations and the cost involved.

Synapse Medical Training Pty Limited
Suite 304, 35 Spring Street, Bondi Junction NSW 2022
RTO Code: 45420

Standards 2015/Standard 5 Student information/Version 2.0 09/18

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CANCELLATION

Cancellations made by you prior to your course commencement must be made in writing by you and is deemed to take effect on receipt of your written notification.

Cancellations made by you 30 or more days prior to your course commencement date will incur an administration fee of \$100. Cancellations made by you 30 or more days prior to your course commencement date will incur an administration fee of \$100. Cancellations made within 30 days of your course commencement will incur a course administration fee of \$100.

WITHDRAWING FROM A COURSE

If you leave and/or abandon your course before the scheduled termination date and time, for whatever reason, no refund will be given.

TRANSFER

We reserve the right at our discretion to transfer a course to another date and venue and this action will in no way waive the terms and conditions stated herein.

In the event of us having to cancel a course, without offering any acceptable alternative, then you shall be entitled to a full refund of monies paid and no further liability shall be incurred by us.

FEE PROTECTION

Where we are unable to provide services for which you have paid, you will:

- Be placed into an equivalent course such that the new location is suitable to you; and
- you receive the full services for which you have prepaid at no additional cost; or
- Be paid a refund of any prepaid fees for services yet to be delivered above the prepaid fee amount.

NO REFUND

There is no refund of fees for any poor and/or non - attendance, poor behaviour or other circumstance preventing you from completing your course.

Note: Under the National VET Regulator Act 2011, Standards 2015, we are entitled to withhold issuing you with a qualification or statement of attainment until such times as all fees have been paid in full, and we shall exercise our rights under this section

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