

FEE MANAGEMENT POLICY

This policy is available:

1. In the pre-enrolment package
2. For download from our website
3. By phoning or emailing our office.

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.

PAYMENT

COURSE FEE

The course fee for each of the following units is calculated on the location of each learner:

1. BSBADM409 – Coordinate business resources
 - The course fee for Indian based learners is \$200.00 per unit of competency
 - The course fee for Australian based learners is \$300.00 per unit of competency
2. BSBMED301 – Interpret and apply medical terminology appropriately
 - The course fee for Indian based learners is \$200.00 per unit of competency
 - The course fee for Australian based learners is \$300.00 per unit of competency
3. BSBMED302 – Prepare and process medical accounts
 - The course fee for Indian based learners is \$200.00 per unit of competency
 - The course fee for Australian based learners is \$300.00 per unit of competency
4. BSBMED303 – Maintain patient records
 - The course fee for Indian based learners is \$200.00 per unit of competency
 - The course fee for Australian based learners is \$300.00 per unit of competency
5. BSBMED305 – Apply the principles of confidentiality, privacy and security within the medical environment
 - The course fee for Indian based learners is \$200.00 per unit of competency
 - The course fee for Australian based learners is \$300.00 per unit of competency
6. BSBSS00047 – Medical transcription skills
 - The course fee for Indian based learners is \$1000.00 per unit of competency
 - The course fee for Australian based learners is \$1500.00 per unit of competency
7. CHCCCS002 – Respond effectively to behaviours of concern
 - The course fee for Indian based learners is \$200.00 per unit of competency
 - The course fee for Australian based learners is \$300.00 per unit of competency
8. CHCLEG003 – Manage legal and ethical compliance
 - The course fee for Indian based learners is \$200.00 per unit of competency
 - The course fee for Australian based learners is \$300.00 per unit of competency
9. HLTADM005 – Produce coded clinical data
\$2295.00 This is payable in two equal instalments, the first upon enrolment and the second half-way through the course.

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10. HLTAID003 – Provide first aid

\$300.00 Please note this course is not currently available outside of Australia.

11. HLTAAP001 – Recognise healthy body systems

- The course fee for Indian based learners is \$200.00 per unit of competency
- The course fee for Australian based learners is \$300.00 per unit of competency

EQUIPMENT FEE

An equipment fee is not applicable to any of our courses.

An application for enrolment must be accompanied by a non-refundable deposit equal to 25% of the course fee.

After your initial skills assessment has been completed and your application for enrolment is accepted, we will advise you of the options available for the remainder of your course fee to be paid. Where an application for enrolment is not accepted due to a “not yet competent” being achieved on the initial skills assessment, the application fee will be refunded.

The remainder of the course fee is to be paid on the agreed schedule and such schedule shall be as agreed and will be in such a manner as to 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 Learner.

All fees will be clearly noted on brochures and associated websites. Fees can be paid in the following methods:

- Bank deposit
- Bank cheque
- Electronic bank transfer
- EFTPOS
- Credit card

COOLING-OFF PERIOD

The decision to enrol 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 initial skills assessment.

This period of time allows you to firm up your decision to enrol 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.

CANCELLATION

Cancellations made by you must be made in writing by you and is deemed to take effect on receipt of your written notification and our refund policy applies. **See below REFUNDS.**

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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
- 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.

LATE FEE PAYMENT

It is the Student's responsibility to pay fees on time according to the payment plan agreed upon at time of course enrolment, and any late fee payments will incur a late fee payment as per agreement.

Should a Student require an extension for their fee payments, they have to apply in writing to the Director, at least two weeks prior to fee being due.

Note: Should the payment not be made at the agreed date, the overdue account will be sent to a debt collection agency without any further notice. Matters which have been referred to the collection agency will not be handled by the institute and will be treated separately from any further accounts.

Any costs incurred in the collection of fees are the responsibility of the Student / parent / guardian. The institute will not pay these fees.

A Learner with outstanding fees shall be suspended from undertaking any training and assessment services until such times as the outstanding arrears have been brought up to date.

REFUND

Refunds of any unused portion of your fee payment are available in circumstances whereby we are unable to provide the services for which you have prepaid.

Full refunds are provided for:

- Withdrawing from your course, where the change to venue or course date has been instigated by us and such change is not suitable to you (this includes the non-refundable deposit amount).

Partial refunds are provided for:

- When a course is commenced but due to unforeseen circumstances, we are unable to complete the course-(the refund amount is for any unused portion of the prepaid amount).

NO REFUND

There is no refund of fees for:

1. Any poor and/or non-attendance
2. Poor behaviour
3. You simply changed your mind
4. You in any way contributed to the problem
5. You asked for a service to be done in a certain way against the advice of the business
6. You asked for a service to be provided in a way against the Standards for Registered Training Organisations 2015
7. You were unclear about what you wanted.

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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Suite 304, 35 Spring Street, Bondi Junction NSW 2022
RTO Code: TBA

Standards 2015/Standard 5 Student Information/Version 4.0 01/18

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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, you shall be entitled to a full refund of monies paid and no further liability shall be incurred by us.

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.