

FEE MANAGEMENT

This policy is available:

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

AIMAC 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 is calculated on the location of each learner:

1. Coordinate business resources
 - The course fee for Indian based learners is \$200.00
 - The course fee for Australian based learners is \$300.00
2. Interpret and apply medical terminology appropriately
 - The course fee for Indian based learners is \$200.00
 - The course fee for Australian based learners is \$300.00
3. Prepare and process medical accounts
 - The course fee for Indian based learners is \$200.00
 - The course fee for Australian based learners is \$300.00
4. Maintain patient records
 - The course fee for Indian based learners is \$200.00
 - The course fee for Australian based learners is \$300.00
5. Apply the principles of confidentiality, privacy and security within the medical environment
 - The course fee for Indian based learners is \$200.00
 - The course fee for Australian based learners is \$300.00
6. Medical transcription skills
 - The course fee for Indian based learners is \$1000.00
 - The course fee for Australian based learners is \$1500.00
7. Respond effectively to behaviours of concern
 - The course fee for Indian based learners is \$200.00
 - The course fee for Australian based learners is \$300.00
8. Manage legal and ethical compliance
 - The course fee for Indian based learners is \$200.00
 - The course fee for Australian based learners is \$300.00

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9. Recognise healthy body systems

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

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.

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.

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 were unclear about what you wanted.

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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.