

Schedule of Fees and Charges

Real Estate Training Academy is a Registered Training Organisation (RTO Code: 41499) and operates in accordance with applicable legislation and the Standards for Registered Training Organisations 2015. Real Estate Training Academy charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services.

When and how do I pay?

Fees are payable when you receive your confirmation of enrolment and invoice for the enrolment fee. Fees must be paid in full within 5 days of receiving this notification from Real Estate Training Academy. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or bank card or credit card via Pay Pal.

Can I get a refund?

Yes - if you give notice to cancel your enrolment 10 business days or more prior to the commencement of a program you will be entitled to a full (100%) refund of fees paid.

If you give notice to cancel your enrolment 9 business days or less prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Real Estate Training Academy is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is

extenuating or significant personal circumstance that led to your withdrawal.

Our guarantee to you

If for any reason Real Estate Training Academy is unable to fulfil its service agreement with a student, Real Estate Training Academy must refund the student's proportion of fees paid for services not yet delivered.

How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

Are my fees protected in case I need a refund?

Yes – Real Estate Training Academy has a responsibility to protect the fees paid by students. To meet this need, Real Estate Training Academy will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. This fee protection arrangement complies with national standards designed to limit the amount paid by a student's in advance of services being delivered.

Do I pay GST in my tuition fees?

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

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Changes to terms and conditions

Real Estate Training Academy reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that effect the student's enrolment the student will be informed 7 days prior to changes taking effect.

Responsibility for training quality

Real Estate Training Academy is responsible under its registration with the Australian Skills Quality Authority for the quality of the training and assessment being delivered on your chosen course and is also responsible for the issuance of any AQF certificate that may result based on your achievement of the course requirements.

Please refer to the Student Handbook for further information on all student rights and obligations.

Course Fees and Payment Schedules		
CPP40307 - Certificate IV in Property Services (Real Estate)		\$3,600.00
Payment schedule:	Pre-payment due on enrolment	\$800.00
	2nd payment due 1 month after enrolment	\$1,400.00
	Final payment due 2 months after enrolment	\$1,400.00
Contact us if you require pricing for individual units or alternative payment arrangements		
CPP50307 - Diploma of Property Services (Agency Management)		\$5,000.00
Payment schedule:	Pre-payment due on enrolment	\$800.00
	2nd payment due 1 month after enrolment	\$1,400.00
	3rd payment due 2 month after enrolment	\$1,400.00
	Final payment due 3 months after enrolment	\$1,400.00
Contact us if you require pricing for individual units or alternative payment arrangements		
Residential Property Management		\$750.00
	Pre-payment due on enrolment	\$750.00
Recognition of Prior Learning (RPL) Fees		
	RPL fee per Certificate IV unit of competency	\$245.00
	RPL fee per Diploma unit of competency	\$370.00
Contact us if you require pricing for individual units or alternative payment arrangements		

We accept payment through Visa, MasterCard and bank cards or EFT into our bank account

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Notes:

- All training tuition fees are GST exempt.
- RPL fees are identified above for completing an individual unit of competency. The initial application/enrolment fee for RPL into the above qualifications is \$150.00 with the balance of the fee due at the completion of the RPL assessment process before any AQF certificate is issued.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.
- All fees must be paid in full before students can be issued with any AQF Certificate relating to their achievements.
- Student should refer to the course brochure to identify the cluster outline within each course.

Other fees and charges (these fees can be waived at the discretion of Real Estate Training Academy)	
Item	Cost
Copy Fee: Required where a student requests a photocopy of their student record	\$10.00 (incl. GST)
Re-issuing a certificate, qualification or statement of attainment	\$33.00 (incl. GST)
Replacement of issued learning/reference workbook (per unit)	\$15.00 (incl. GST)
Re-assessment fee	\$300.00 (GST exempt)
<p>Note: Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.</p>	