

## 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.

**Contractor Licence Business Criteria and CLBC** are registered business names belonging to Real Estate Training Academy at the Real Estate Training Academy Trust (RTO 41499).

Real Estate Training Academy charge fees for services provided to students undertaking any of its training products. These fees are for items such as course materials, training and assessment services, student services and administration.

### When and how do I pay?

Fees (deposit) are payable at enrolment or when you are invoiced for the enrolment fee. Deposit or agreed fees must be paid before training is to commence. Real Estate Training Academy may withhold assessment results and/or Testamurs until all fees have been paid. Payment methods include direct deposit, cheque or bank card or credit card via Pay Pal.

### What is the Refund Policy?

When a student completes the enrolment process and has paid their deposit they become enrolled and can start their course immediately.

After a student enrolls the Real Estate Training Academy begins to prepare and then distribute resources as well as allocating training and assessing staff.

Therefore if a student chooses to withdraw after they have successfully enrolled and after they have paid any fee(s) they will not be entitled to a refund of fees.

### 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/training product not yet delivered.

### Are my fees protected in case courses are cancelled by Real Estate Training Academy?

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.

### 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

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certificate that may result based on your achievement of the course requirements.

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

<b>Course Fees and Payment Schedules</b>	
<b>CPP40307 - Certificate IV in Property Services (Real Estate)</b>	
<b>\$3,600.00</b>	
Payment schedule:	Deposit payment due <u>on enrolment</u>
	\$800.00
	2nd payment due thirty days <u>after enrolment</u>
	\$1,400.00
	Final payment due sixty days <u>after enrolment</u>
	\$1,400.00
Contact us if you require pricing for individual units or to discuss an alternative payment plan.	
<b>CPP50307 - Diploma of Property Services (Agency Management)</b>	
<b>\$5,000.00</b>	
Payment schedule:	Deposit payment due <u>on enrolment</u>
	\$800.00
	2nd payment due thirty days <u>after enrolment</u>
	\$1,400.00
	3rd payment due sixty days <u>after enrolment</u>
	\$1,400.00
	Final payment due ninety days <u>after enrolment</u>
	\$1,400.00
Contact us if you require pricing for individual units or to discuss an alternative payment plan.	
<b>Residential Property Management/Property Manager Program</b>	
<b>\$750.00</b>	
Due at enrolment	\$750.00
<b>Recognition of Prior Learning (RPL) Fees</b>	
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 to discuss an alternative payment plan.	
<b>Contractor Licence Business Criteria (SA)</b>	
Statement of attainment for two units i) BSBSMB401 – Establish legal and risk management requirements of small business and ii) BSBSMB406 – Manage small business finances	
Payment schedule:	Full payment required <u>at enrolment</u>
	<b>\$500.00</b>

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 guide to identify the cluster outline within each course.

<b>Other fees and charges</b>	
(these fees may be waived at the discretion of Real Estate Training Academy)	
<b>Item</b>	<b>Cost</b>
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). Printing and handling fee.	\$15.00 (incl. GST)
Re-assessment fee	\$300.00 (GST exempt)
<p><b>Note:</b> 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>	