

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.

Training Product Fees and Payment Schedules	
CPP40307 - Certificate IV in Property Services (Real Estate)	\$3,600.00
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 for pricing for individual units from the Certificate IV in Property Services (Real Estate)	
Please note: for Distance study option postage and handling charges may apply.	
CPP50307 - Diploma of Property Services (Agency Management)	\$5,000.00
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 for pricing for individual units from the CPP50307 - Diploma of Property Services (Agency Management)	
Please note: for Distance study option postage and handling charges may apply.	
Property Manager Registration (PMR) program	\$990.00*
Due at enrolment	\$990.00*
*\$990 is an Introductory Offer valid until June 30, 2018.	
Contact us for pricing for individual units from the Property Manager Registration (PMR) program	
Please note: for Distance study option postage and handling charges may apply.	
Individual Business Units	
BSBSMB401 - Establish legal and risk management requirements of small business	\$250.00
BSBSMB406 - Manage small business finances	\$250.00
BSBHRM505 - Manage remuneration and employee benefits	\$375.00
Full payment is required at enrolment.	
Recognition of Prior Learning (RPL) Fees	
RPL fee per CPP40307 Certificate IV unit of competency	\$245.00
RPL fee per CPP50307 Diploma unit of competency	\$370.00
RPL fee for BSBSMB401 - Establish legal and risk management requirements of small business	\$375.00
RPL fee for BSBSMB406 - Manage small business finances	\$375.00
RPL fee for BSBHRM505 - Manage remuneration and employee benefits	\$560.00

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Notes:

- All training tuition fees are GST exempt.
- Applicants can negotiate an alternative payment plan before they enrol in their chosen training plan.
- RPL fees are identified above for completing an individual unit of competency. RPL fee is to be paid in full at enrolment, or if the total RPL fee exceeds \$1,500 then the pre-paid payment will not exceed \$1,500.
- ****NOTE** Applying for RPL does not guarantee RPL will be granted. If RPL is not granted the full RPL fee is not refundable. Students not granted RPL for a unit(s) will be given a credit note for that unit(s) so that they may complete the standard Cluster assessment.
- The \$1,500 pre-paid fee limit described above is designed to limit the amount paid by students upfront and to structure instalment payments for full courses.
- All fees and charges must be paid in full before students can be issued with any AQF Certificate or any documentation relating to their successful completion of any full or partial courses or achievements.
- Students should refer to the course guide and be aware that we group units in Clusters. A Cluster may contain one or more units and each Cluster has its own assessment event.

Other fees and charges (these fees may 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). Printing and handling fee.	\$15.00 (incl. GST)
Re-assessment fee	\$300.00 (GST exempt)
<p>Note: Students will be offered three (3) assessment opportunities during a standard 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>	