



## **Fees and Charges**

All fees and charges are listed as GST FREE

All fees and charges cover course material and administration fees as listed in the table below. Any additional charges are listed in the table below.

## **Time frames to complete**

Once you have commenced your studies, you will have up to 6 months following the completion date of your studies to submit all assessments and tasks. If you are unable to meet this time frame an additional administrative fee of \$50.00 per unit will be charged. This fee covers phone and email contact with you to assist you to complete. If you are unable to complete within 12 months of the completion date of your studies you will be withdrawn from the course and awarded a statement of attainment for the units you have completed and are deemed competent in. A letter will be sent to you offering you the opportunity to re enroll at a later date. If you choose to re enroll to complete your studies, fees as listed below will apply. You will receive recognition of prior learning for the units you have completed. This will be at no cost to you if you commenced the course you enrolled in at Spectrum and your statements of attainment were issued by Spectrum

## **If you are deemed not yet competent**

If you are deemed not yet competent in any unit, there will be no additional fees or charges, other than those listed in the fees and charges table, when re submitting work for assessing. You will be offered three opportunities to achieve competency within 12 months of completing your studies.

## **Payment terms**

We accept no more than \$1,000.00 from each student prior to the commencement of any course. Once commenced, the balance is to be paid in full. If the balance is more than \$1,500.00, installments of no more than \$1,500.00 are to be paid on a monthly basis until full payment is made.

## **Replacement qualifications or statements of attainment**

For any replacement of your qualification or your statements of attainment a fee of \$30.00 plus GST will apply for each replacement. Payment must be made in full prior to the re issuing of the replacement qualification or statement of attainment. You must provide identification before the process can commence.



## Fees and Charges

Qualification					Individual units				Additional charges	
	Course fee 70%	Materials 20%	Admin 10%	Total 100%	Course fee 70%	Materials 20%	Admin 10%	Total 100%		
									Recognition of Prior Learning	Credit Transfer
BSB20107 Certificate II in Business	\$840.00	\$240.00	\$120.00	\$1,200.00	\$84.00	\$24.00	\$12.00	\$120.00	\$100.00 per unit	No charge
BSB40207 Certificate IV in Business	\$1,470.00	\$420.00	\$210.00	\$2,100.00	\$192.50	\$55.00	\$27.50	\$275.00	\$230.00 per unit	No charge
BSB40507 Certificate IV in Business Administration	\$1,470.00	\$420.00	\$210.00	\$2,100.00	\$192.50	\$55.00	\$27.50	\$275.00	\$230.00 per unit	No charge
BSB40807 Certificate IV in Frontline Management	\$1,470.00	\$420.00	\$210.00	\$2,100.00	\$192.50	\$55.00	\$27.50	\$275.00	\$230.00 per unit	No charge
CHC20108 Certificate II in Community Services	\$840.00	\$240.00	\$120.00	\$1,200.00	\$84.00	\$24.00	\$12.00	\$120.00	\$100.00 per unit	No charge
CHC30408 Certificate III in Disability	\$1,050.00	\$300.00	\$150.00	\$1,500.00	\$84.00	\$24.00	\$12.00	\$120.00	\$100.00 per unit	No charge
CHC40308 Certificate IV in Disability	\$1,470.00	\$420.00	\$210.00	\$2,100.00	\$192.50	\$55.00	\$27.50	\$275.00	\$230.00 per unit	No charge



TAE40110 Certificate IV in Training and Assessment	\$1,050.00	\$300.00	\$150.00	\$1,500.00	\$192.50	\$55.00	\$27.50	\$275.00	\$230.00 per unit	No charge
30782QLD Course in functioning as a Rehabilitation and Return to Work Coordinator	\$448.00 \$294.00	\$128.00 \$84.00	\$64.00 \$42.00	\$640.00 for the full course or \$420 for the upgrade	\$210.00	\$60.00	\$30.00	\$300.00	\$275.00 per unit	No charge
30888QLD Certificate IV in Mentoring diverse Groups (Indigenous Mentoring)	\$2,240.00	\$640.00	\$320.00	\$3,200.00	\$262.50	\$75.00	\$37.50	\$375.00	The price will be dependent on the number of units	No charge
30717QLD Course in Work Access Skills	\$560.00	\$160.00	\$80.00	\$800.00	\$84.00	\$24.00	\$12.00	\$120.00	The price will be dependent on the number of units	No charge

## Refund of fees

Your fees will be refunded to you under the following conditions:

Reason for refund	Notification period	Refund amount
You withdraw from the course	More than 14 days prior to the course commencing	Full refund of the amount paid less the specified administrative fee, as listed in the table
	Within 7 days prior to the course commencing	Full refund of the amount paid less the specified administrative fee, as listed in the table



	After the course commences	No refund, unless you can provide a medical certificate for illness or show extreme personal hardship. If you produce a medical certificate or show extreme personal hardship, you will receive a full refund less 10% administrative fee, as listed in the table
Spectrum cancels a course	Any time	Full refund. No administrative fee will be charged