

AUSTRALIAN CAPITAL TERRITORY

SportsReady Education does not offer Government Subsidised courses in the Australian Capital Territory, however you are able to enrol as a Fee for Service student in the listed courses in the Fee for Service table.

The student tuition fees as published are indicative only and are subject to change given individual circumstances at enrolment.

FEE STRUCTURE FOR FEE FOR SERVICE COURSES

The student tuition fees are indicative only and subject to change given individual circumstances at enrolment.

Course Name	Course Code	Indicative Tuition Fee per Scheduled Hour	Indicative Scheduled Hours	Indicative Fee (Fee For Service) Excludes materials fee
Certificate III Sport, Aquatics and Recreation	SIS30122	\$6.92	520	\$3,600
Certificate IV in Sport, Aquatics & Recreation	SIS40122	\$6.61	590	\$3,900
Certificate IV Sport Development	SIS40421	\$9.40	415	\$3,900
Certificate II Workplace Skills	BSB20120	\$10	340	\$3,400
Certificate III Business	BSB30120	\$7.50	480	\$3,600
Certificate IV in Business	BSB40120	\$7.96	490	\$3,900

NOTE: The same hourly rate applies for Recognition of Prior Learning (RPL) and Credit Transfer (CT)

No Concession rates are available for a Fee for Service courses

MATERIALS FEE*: \$200

* Materials fees are paid for items used in the course which the student then owns

Each student will be provided with an itemised list of all fees and materials required (including tuition fees, materials fee) prior to enrolment. The itemised list will include the actual tuition fee per hour (including any Recognition of Prior Learning) that the student is being charged.

NOTE: The same hourly rate applies for Recognition of Prior Learning (RPL) and Credit Transfer (CT)

OTHER FEES AND CHARGES:

Re-issue of a Certificate / Testamur (includes statement of results/attainment)	\$50
Re-issue of Statement or Results / Attainment only	\$25
Re-issue of Workbooks (if workbook is lost or damaged)	\$15

ELIGIBILITY FOR FEE FOR SERVICE TRAINING

Please see the New South Wales Fee Structure for Fee for Service courses available on our website for indicative fees.

To be eligible:

- You must meet all pre-course requirements, (this could include Language, Literacy and Numeracy minimum standards and appropriate workplace/training requirements) including pre-requisites (if applicable to the course)
- You must not be visiting Australia on a Student Visa

For further information about our courses, please contact SportsReady Education on 03 8413 3528 or email education@aflsportsready.com.au

IMPORTANT NOTE:

The Australian Skills Quality Authority (ASQA) standards require training organisations to charge no more than \$1,500 for enrolment fees prior to course commencement. This includes enrolment tuition and materials fees.

On enrolment, your first fee payment to SportsReady Education will not exceed \$1,500 and any further payments (generally after week eight (8) and week twelve (12) from course commencement) will not exceed \$1,500 in any one invoice.

The first \$1,500 fee invoice you receive, will be broken into a first payment of \$1,300 tuition fee and the \$200 material fee.

For third party payments (where an invoice will be paid by an employer) the full fee will be charged in one invoice at enrolment.

PAYMENT METHODS

You may pay fees and other enrolment-related charges by: EFT, Credit Card, Internet transfer or have us Invoice to a Third Party (Authority in writing must be provided) Note: cash is not accepted.

If you are unable to pay via EFTPOS or Credit Card, please contact SportsReady Education on (03) 8413 3528 to arrange an alternative method of payment.

WHEN TO PAY YOUR FEES

Fees must be paid as per the payment terms stated on invoices. Failure to adhere to the payment terms may result in suspension or cancellation of your attendance in the course until all outstanding fees are paid.

Non-payment of fees will also prevent you receiving on course completion, your Qualification Certificate / Testamur and or Statement of Results.

If you are having any difficulty with a payment, please contact SportsReady Education on

(03) 8413 3528 or email education@aflsportsready.com.au to discuss alternative arrangements.

ENTITLEMENTS ON ENROLMENT AND PAYMENT OF FEES

Only when your enrolment is complete will you be entitled to:

- attend class
- sit for examinations
- receive educational awards

PRIVACY

SportsReady Education will at all times abide by our Consent Form: Disclosure of Personal Information form and the relevant Privacy Act

Information that you provide to us will at all times be dealt with in a confidential and private manner. All documentation provided to us for payment and eligibility purposes will be held in a secure manner and disposed of in accordance with the relevant Privacy Act.

For the full SportsReady Education Privacy policy please go to: <http://www.afisportsready.com.au/privacy-policy>

REFUNDS AND WITHDRAWALS

The refunds policy will be stated in the documentation supplied to participants prior to the commencement of the course.

A refund will only be issued under the following circumstances and in line with State regulations:

- Where a student notifies SportsReady Education in writing and/or completes a withdrawal form within four (4) weeks of the course commencement date
- Withdrawal forms can be obtained by contacting the Student Administration team on (03) 8413 3528
- Students who have overpaid an invoice issued to them and have proof of overpayment.
- Where the student pays fees in arrears and the course is cancelled by SportsReady Education prior to the course commencement date, all monies paid will be refunded;
- Where SportsReady Education is unable to deliver training as a Registered Training Organisation, any payments made in arrears will be refunded

NOTE: Where a participant commences a course and is unable to complete, no refund will be due.

WITHDRAWAL WITHIN FOUR (4) WEEKS OF THE COURSE COMMENCEMENT DATE

If a student withdraws within four (4) weeks of the course commencement date and has notified this withdrawal in writing, a full refund of the tuition fee paid for the course will be made. No further tuition fees will be charged for the course.

No refund of the materials fee paid will be available unless all issued work books are returned unused and in good condition.

WITHDRAWAL AFTER FOUR (4) WEEKS OF THE COURSE COMMENCEMENT DATE

If a student withdraws after four (4) weeks of the course commencement date, a refund will not be provided for any fees paid, however no further remaining tuition fees will be charged.

No refund of the materials fee paid will be available.

A refund of all or part of the fee or concession fee may be given in the following exceptional circumstances:

- you enrolled in a course that has been cancelled by the RTO
- you enrol in a course only to repeat a failed unit/module but are then granted a pass in that unit/module by an Assessment Review Committee
- you formally advise the RTO, before classes commence and with no attendance or participation in training, that you are withdrawing from the course
- the RTO delegate is of the opinion that you would be unreasonably disadvantaged if you were not granted a refund, for example if you meet with a serious misadventure and you were unable to continue your enrolment

A refund may also be given in other appropriate circumstances, such as:

- Extended hospitalisation or illness (2 weeks minimum) supported by a medical certificate and resulting in extended absence from classes. In this case a refund for the remainder of the course may be given

WHEN A REFUND IS NOT GIVEN

Circumstances not usually regarded as grounds for a refund include:

- job change
- change in work hours
- inconvenience of travel to college
- moving interstate
- redundancy/retrenchment

CONSUMER PROTECTION INFORMATION

SportsReady Education will ensure that all students and potential students are well informed of their rights and options for making a complaint or providing feedback about their training.

The SportsReady Education (AFL SportsReady) Grievances, Complaints and Appeals policy is available here, or by contacting our Student Administration on 03 8413 3528 or by emailing education@afisportsready.com.au

Information on the Smart and Skilled Consumer Protection strategy is available via:

- The Smart and Skilled website – [Consumer protection for students](#)
- Contacting the Smart and Skilled information hotline on 1300 772 104

WHAT NEXT?

To discuss enrolling in a course; or if you have any questions regarding

- eligibility for Government funding
- fees you may have to pay
- concession entitlement
- or a fee refund:

Please contact the SportsReady Education Student Administration team on (03) 8413 3528 or email education@afisportsready.com.au