



VITALIS TRAINING CENTER

Fees Policy

colonictraining.com.au
PO Box 561, Murwillumbah NSW 2484

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Fees Policy

Purpose

This Policy applies to all domestic students enrolled in a Vitalis Training Centre Course and provides a broad framework and set of principles regarding the payment of fees and any circumstances relating to this. This includes, but is not exclusive to:

- Self-funded students
- Enrolment Fees

Policy Statement

All students studying at the Vitalis Training Centre and enrolled in a course are expected to pay the enrolled tuition fees in full by the start date of the relevant course. This can be undertaken using the following methods:

1. Full upfront payment of fees upon enrolment to get any discount as advertised.
2. Downpayment is followed by monthly payments at the beginning of the month or weekly Direct Debit till full payment is achieved with no discounts.

Payment of Fees

1. It is the responsibility of the student to be familiar with the requirements of fee payment under this Policy and to pay fees in line with those requirements.
2. The Vitalis Training Centre does not charge an administrative application fee for enrolment into its courses.
3. Non-payment of fees as outlined in this Policy will result in immediate suspension of online access and if no further payments are made within 14 days – the enrolment will be canceled.

Course Fees – Upfront Payment

The full fee amount for enrolled subjects will be invoiced to be paid by the commencement date of the course. Students who do not settle their accounts on or before this date will remain liable for the **total** subject fee. Full fees, including all recovery costs, will become due and payable immediately. Further restrictions may apply.

The Vitalis Training Centre accepts the following payment methods for upfront fees:

1. Cheque
2. Credit card (+2%) (not Diners Club)
3. EFTPOS (+2%)

4. Bank deposit

Students will be liable for any bank fees and charges associated with dishonored cheques, credit cards, or bank transfers.

Material Fees

Textbooks are required for most subjects and are paid for by the student individually.

Miscellaneous Fees and Charges

There are other charges that may be applicable to student fees including the following:

First Aid Certificate - all students enrolled in a course involving clinic practicum are required to obtain a valid First Aid Certificate (HLTAID003 Provide first aid) prior to their first clinic practical.

The fees for these are dependent upon the service provider and can range from \$150 to over \$400. Students are required to source their own First Aid course.

Restrictions

If the account cannot be settled by the commencement date for the teaching period, the following restrictions may apply:

- No access to online course study
- Withdrawal from Course
- Statements of Attainment, Letters of Completion, and Eligibility for graduation will be withheld.

Students will be referred to a debt collection agency if they cease studying and have outstanding fees.

Subject or course fees are non-transferable to other students or institutions.

Remission of Financial Liability due to Special Circumstances Policy

Students who have difficulty in paying any relevant fees by the due date are encouraged to contact the Academic Administrator to discuss their concerns further.

A review of a student's application under this Policy will occur within fifteen (15) working days of receipt of the appropriate documentation. Any decision made shall be considered within the Vitalis Training Centre's policies, statutes, and regulations.

Fee Changes

Fees are subject to change throughout the life of the course. Fee changes will be published with appropriate notice and will be made available on the website and relevant student documents.

If a subject fee changes by more than 10% after a student enrolls the student will be notified of the fee increase in writing before the start of the course or relevant teaching period. Subject fees must only change during a teaching period in extraordinary circumstances. If subject fees change during a teaching period the new fee will apply from the beginning of the following teaching period.

Definitions

Student – is an individual person who is formally enrolled to study at the Vitalis Training Centre. The individual person is that who appears on the Vitalis Training Centre's documents such as enrolment, admission, and payment documents.

Teaching period – is a published period of time set out for delivery of a subject including study and examination weeks.