



Schedule of Fees and Charges

Australian Business Studies is a Registered Training Organisation (RTO Code: 41355 **CRICOS Code: TBA**) and operates in accordance with applicable legislation and the Standards for Registered Training Organisations 2015. Australian Business Studies charges fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services.

When and how do I pay?

Fees are payable when you receive your confirmation of enrolment and invoice for the enrolment fee. Fees must be paid in full within 5 days of receiving this notification from Australian Business Studies. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, or credit card.

Can I get a refund?

Yes – Refer to the Refund Policy for details on the website: www.abstudies.com.au

Our guarantee to you

If for any reason Australian Business Studies is unable to fulfil its service agreement with a student, Australian Business Studies must refund the student's proportion of fees paid for services not yet delivered.

How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

Are my fees protected in case I need a refund?

Yes - Australian Business Studies has a responsibility to protect the fees paid by students. To meet this need, Australian Business Studies 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

Australian Business Studies 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

Australian Business Studies is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

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



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Tuition Fee

BSB50820 Diploma of Project Management	\$10,000
Enrolment Fee	\$250.00

Notes.

- There is no GST applicable for the Tuition Fee
- RPL fees are identified above for completing an individual unit of competency.
- All fees must be paid in full before students can be issued with any AQF Certificate relating to their achievements

Other fees and charges Tuition Fee

Non Tuition Fees – all students	Charge
Re-issuing of testamur and statements of results All course fees include the cost for issuing of one copy of the AQF testamur and Record of Results and/or a Statement of Attainment. This fee applies to each additional copy of a certification document if required.	\$50 per document plus the cost of postage if required.
Printing and photocopying Printing costs as may be required to complete assessments, or homework activities, or if students require a copy of any records that Australian Business Studies holds about them.	Australian Business Studies provides printing or copying for a cost of 20c per page, however, students may use their own or other printing facilities.
Reassessment Fee after free attempts	\$100 per unit
Re-enrolment fee (per unit) Where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, the student will need to re-enrol into the unit or units in question.	\$800 per unit
Late Submission fee	\$100 per unit
Recognition of Prior Learning (RPL) Application Fee	\$500
Total course fees may be reduced to account for the number of units undertaken via RPL or where Course Credit has been granted.	
RPL Fee per unit	\$800 per unit

All payment plans/terms will be detailed in the offer letter and written agreement before enrolment. Students will be advised to carefully read and accept the terms of enrolment.