

MPA SKILLS

FEES & CHARGES POLICY

Fee for Service (Advanced Training)

Objective

To provide for payment of course fees at enrolment and prior to course commencement for fee for service (Advanced Training) students.

Policy

Course Fees & Charges

Students working in the Building and Construction Industry may be eligible for a subsidy by the Construction Training Fund (CTF). This subsidy will apply to the total course fee and reduce the course fee payable by the subsidised amount.

Students may also be eligible for a Master Plumbers & Gasfitters Association of Western Australia or Master Painters Australia WA Association members' discount on training courses.

Students will receive an invoice 3 weeks prior to the commencement date of the course and will have 14 days from invoice date to pay. If payment is not made within 14 days a student's enrolment may be cancelled and their place given to another student. If a student has not notified the Advanced Training Administration Officer of their intention to cancel their enrolment 14 days prior to the scheduled course date, a late cancellation fee of \$150 will apply.

MPA Skills reserves the right to initiate debt collection activities when required.

Refunds

Refunds will be made if **written** advice is received a minimum of 14 days prior to the course commencement date. It is regrettable that no refund can be made for cancellations received less than 14 days prior to course commencement or for failure to attend the course. Should you be unable to attend, a substitute participant is welcome at no extra charge. Other refunds may be applicable under special circumstances at the discretion of the Chief Executive Officer.

Students are entitled to a full refund of fees and charges where a student has commenced a course or unit of competency and an assessment of unreasonable adjustment has been determined.

Re-issuing of Certificates of Completion or Statement of Attainments

A \$30 fee is applicable to a request for the re-issue of a Certificate of Completion or Statement of Attainment.

Requests for a replacement / the re-issue of a certification documentation are required to be in writing providing an explanation of what happened to the original certification.

Re-sit Fees:

A fee of \$200 is applicable to a re-sit assessment following an unsuccessful second attempt and a re-sit.

Approved By :

Revision Date :

**Related Policies / Procedures/
Documents :**

Chief Executive Officer

12 January 2012

Department of Training & Workforce Development Fees and Charges Policy 2012, Code of Practice, Student Code of Conduct, Important Information to Students