



MPA SKILLS

FEES & CHARGES POLICY

Fee for Service (Post Trade)

Objective

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

Policy

Course Fees & Charges

Students working in the Building and Construction Industry may be eligible for a subsidy by the Building and Construction Industry Training Fund (BCITF). 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 MPGA / MPA 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.

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

Transfers

MPA Skills will be pleased to transfer your booking to another date at no cost when we are advised at least 5 working days prior to the course commencement date. A \$25.00 fee applies to transfer your booking to another time when MPA Skills is advised less than 5 working days prior to the course commencement date. Please be aware that you are unable to transfer your booking on the day of your course

Refunds

A full refund will be made if **written** advice is received a minimum of 48 hours prior to the course commencement date. It is regrettable that no refund can be made for cancellations received less than 48 hours 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.

Re-issuing of Certificates of Competency or Statement of Attainments

A \$25 fee is applicable to a request for the re-issue of a Certificate of Competency or Statement of Attainment.

Administrative Procedures

1. Course Fees & Charges

- 1.1. Enrolment closing dates will be four (4) weeks prior to the commencement date of the course.
- 1.2. Invoices will be issued and sent three (3) weeks prior to the commencement date of the course.
- 1.3. Payments can be made by cash, cheque (identification may be requested), credit card, EFTPOS or direct debit arrangement. Receipts shall be issued for all monies received.
- 1.4. Payments may be made at the front counter between 8:30am and 4:30pm Monday to Friday. Limited cash change facilities are available.
- 1.5. Where an employer or third party is to make a payment on behalf of a student, a signed authority must be provided prior to provision of the service.
- 1.6. All invoices will be checked 5 working days prior to the course. Any outstanding amounts must be paid or the course enrolment will be cancelled

Policy Number :

Policy Last Reviewed :

Approved By :

Chief Executive Officer

Revision Date :

1 December 2008

**Related Policies / Procedures/
Documents :**