

Fees and Charges Policy and Procedure

Policy

This policy/procedure provides all staff and students information on the process for determining fees and charges for all courses provided.

Purpose

It also identifies the processes in place to protect the fees paid by students in advance.

Scope

This policy and procedure includes implementing the fee management mechanisms as outlined below:

Full Fees student courses follow (Clause 7.3):

Sherwood Institute of Australia (here after known as SIA) will not accept payment of no more than \$1500 from each individual student prior to the commencement of the course. Payment is due on the day or prior (Max \$1500) to the commencement of the training/recognition and then a weekly amount equal to the calculated weekly cost of the course will be charged.

SIA guarantees enrolment of training once full fee is paid. Students deemed Not Yet Competent in any unit, have an option to re-sit. Fees for all courses are listed in **Table 1**.

Procedure

All fees are to be confirmed prior to enrolment and the commencement of training. The amount to be charged for training and assessment services will be determined by the PEO and this will be consistently documented through all marketing materials and enrolment documentation (Enrolment Form).

Students will be informed of the amount of the course on enrolment and required to pay their course fees/deposit to confirm their enrolment. The collection of the student fees will be documented by Administration in the Student File.

Student fees are also protected by the SIA fair and reasonable refund policy and procedure which is provided to students prior to enrolment. The conditions of the Refund Policy and Procedure are outlined in the Student Handbook, the Enrolment Form and are available by request.

Course fees

Sherwood Institute of Australia is able to offer the following types of courses and associated fees:

Table 1

Course Code	Course Name	Fee For Service Or Full Fee
CPP20212	Certificate II in Security Operations	\$ 1,200.00
*CPP30411	Certificate III in Security Operations	\$ 650.00
*FDF30111	Certificate III in Food Processing	\$ 5,000.00
**CPC40110	Certificate IV in Building and Construction (Building)	\$ 7,000.00
**SIT40416	Certificate IV in Hospitality	\$4,000.00
TAE40110	Certificate IV in Training and Assessment	\$ 1,499.00
BSB51915	Diploma of Leadership and Management	\$ 3,000.00
BSB61015	Advanced Diploma Of Leadership And Management	\$ 3,800.00
AUR20412	Certificate II in Automotive Electrical Technology	\$ 2,500.00
AUR20512	Certificate II in Automotive Servicing Technology	\$ 2,500.00
AUR21312	Certificate II in Automotive Braking System Technology	\$ 2,500.00
AUR21913	Certificate II in Automotive Tyre Servicing Technology	\$ 2,500.00
AUR30612	Certificate III in Light Vehicle Mechanical Technology	\$ 7,500.00
CPC30611	Certificate III in Painting and Decorating	\$ 7,500.00
CPC31311	Certificate III in Wall and Floor Tiling	\$ 7,000.00
CPC31411	Certificate III in Construction Waterproofing	\$ 7,000.00
CPC30211	Certificate III in Carpentry	\$ 8,000.00

This fee includes enrolment charges, tuition, services, material fees and other costs associated with delivering the training and assessment services and awarding the qualification to the participant.