

# FEES & CHARGES GUIDE



## THIS GUIDE CONTAINS INFORMATION ABOUT:

Cost of enrolment / tuition fees | Eligibility for government subsidised training | Fees for government-subsidised training | Fees for full fee-paying students | Other possible charges | How to pay your fees | Further financial assistance options | Recognition of prior learning | Fee refunds

### COST OF ENROLMENT / TUITION FEES

Tuition fees at Integrity Business College vary.

The amount you pay is influenced by several factors, including your eligibility for a government subsidised place, the course selected, the number of scheduled hours you commit to, and any concession entitlements you may qualify for.

The specific fees for each course are available on our website at [integritybusinesscollege.au](http://integritybusinesscollege.au).

### ELIGIBILITY FOR GOVERNMENT SUBSIDISED TRAINING / CONCESSIONS

VICTORIA, SOUTH AUSTRALIA, AUSTRALIAN CAPITAL TERRITORY & TASMANIA

Must be either:

- An Australia Citizen
- A holder of a permanent visa or
- A New Zealand Citizen
- Be physically residing in one of the above states

And meet additional state-specific eligibility requirements. Refer to the links below for each state where Integrity Business College holds a funded contract.

VICTORIA

<https://www.vic.gov.au/how-check-your-eligibility>

SOUTH AUSTRALIA

[My Training | Eligibility for subsidised training \(skills.sa.gov.au\)](http://skills.sa.gov.au)

TASMANIA

[Want to know more about VET? | Skills Tasmania](#)

ACT

<https://www.act.gov.au/skills/students/australian-apprenticeships#Eligibility>

### FEES FOR FULL FEE-PAYING STUDENTS

If you aren't eligible for government subsidised training or are not based in a state where Integrity Business College holds a funded contract, you will be required to pay the full fee for your course.

### OTHER POSSIBLE CHARGES

Re-issue of Certificate \$25 (+GST)

### HOW TO PAY YOUR FEES

If your fees are to be paid by your employer, job network provider or any other organisation an invoice will be raised and emailed to the appropriate party for payment (Authority to Invoice / 3<sup>rd</sup> party consent will be required)

If you are responsible for paying your fees you can pay via a direct debit payment plan, Online payment or via credit card (surcharges may apply).

Note: \$500 installment must be paid prior to commencement of training

### FURTHER FINANCIAL ASSISTANCE OPTIONS

#### PAYMENT PLANS

Payment plans are a great way to manage the cost of your course.

If you decide this method is suitable to your circumstances a \$500 deposit must be paid prior to commencement of training with the remainder of the fees spread out over the first 6mths of your enrolment.

You can opt to make either weekly, fortnightly or monthly installments.

Note: An additional administrative fee of 3% to implement a payment plan will occur

#### LATE FEES OR NON PAYMENTS

Integrity Business College reserves the right to place a learner's training on hold or withdraw their enrolment if payment is not received in a timely manner. This decision will be made at our discretion.

Please note that late payments may also incur additional fees.

#### FINANCIAL HARDSHIP

If you are experiencing financial hardship we encouraged you to explore options for support.

You can visit the below websites which can help you with money management, financial counselling and keeping at budget.

- [Manage your money - Managing your money - Services Australia](#)
- <https://moneysmart.gov.au/managing-debt/urgent-help-with-money>

#### RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) allows your existing skills, experience, and knowledge to be assessed for credit towards a qualification. You can apply for Skills Recognition for entire units of competency or modules, but not for partial units or modules.

Fees for RPL may vary due to the specific unit and are charged at a Fee for service rate. For further information please contact our Enrolment team.

Integrity Business College may offer promotional pricing, fee reductions or discounts on selected courses, training programs or student cohorts.

Any promotional offers are provided at the discretion of Integrity Business College and may be subject to eligibility requirements, funding availability, enrolment dates and course availability. Discounts may be varied, extended or withdrawn at any time without notice.

For further information regarding current course fees, funding eligibility or available promotions, please contact the Integrity Business College team directly

#### REFUND POLICY

Integrity Business College maintains a non-refund policy for payments or invoices made towards any of its services in the event of a student's withdrawal from their enrolled course, regardless of the timing of withdrawal.

If a course is cancelled by Integrity due to non-delivery of any program (removed from scope of delivery) at any time during the period of a person's enrolment, then Integrity will refund the full tuition fees, the pro-rata portion of any student services and amenities fees, any incidental fees for goods and services that have not been used prior to the date of cancellation, and fees for materials that have not been used prior to the date of cancellation.

#### OTHER TERMS AND CONDITIONS

- Issuance of certificates is subject to full payment of course fees
- Payment of course fees does not guarantee successful completion and certificate issue for the course
- The student tuition fees as published are subject to change given individual circumstances at enrolment
- Course duration is mutually agreed upon before commencement, if a student has not completed within the discussed duration extension fees of \$200 per unit may apply
- Funded positions are subject to availability