

## REIT FEES AND REFUNDS POLICY

This document outlines the fees, charges and refund policy for students enrolled in training with the REIT.

### PROPERTY REPRESENTATIVES COURSE (PRC)

For the PRC course two fee structures exist, **Class Based** or **Distance Learning**.

#### Class Based Fees.

Enrolments for the Property Representative's Course close 10 business day before course commencement.

The following costs apply:

Class Based Delivery	\$950
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#### Class Based Refunds

Students who withdraw from the Property Representative's Course will be provided with a refund, an administration fee will be charged depending on how many days prior to course commencement a student withdraws. All withdrawals from the PR course must be given in writing (letter, fax or email), no refunds will be provided after course commencement.

**Where the REIT cancels a course, a full refund will be provided.**

Days with withdrawn prior to commencement	Admin fee
More than 10 Days	No Admin fee, full refund.
Less than 10 days	\$200 Admin fee
3 working days prior to Course Commencement	No refund

#### Distance Learning Fees

The following fees apply for students enrolling in distance learning.

Distance Learning Paper Package	\$795
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Distance Learning Online Package	\$495
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#### Distance Learning Refund

**No refund options exist for students once Distance Learning Training material has been dispatched or login details have been provided.**

**An additional fee of \$132** (GST Inclusive) applies should a student require a final assessment to obtain a Statement of Attainment following competent completion of the assignments included in the course.

### **SINGLE COURSE TRAINING, (CONTINUING PROFESSIONAL DEVELOPMENT TRAINING)**

#### Single Unit fees

For students who do not receive funding for training (i.e. Traineeships) following fees apply for each unit. Enrolments for units must be received 10 days before. Course fees are detailed in the training brochure/flyer.

#### Single Unit Refunds

Students who withdraw from single unit courses will be provided with a refund, an administration fee will be charged depending on how many days prior to course commencement a student withdraws. All withdrawals from training must be given in writing, no refunds will be provided after course commencement.

**Where the REIT cancels a course, a full refund will be provided.**

<b>Days with withdrawn prior to commencement</b>	<b>Admin fee</b>
More than 10 Days	No Admin fee, full refund.
Less than 10 days	\$60 Admin fee
3 working days prior to Course Commencement	No refund

#### Non Members administration fee

Non members will be charged an administration fee of \$88 per course enrolment.

**An additional fee** applies should a student require a final assessment to obtain a Statement of Attainment following competent completion of assignment (s) included in the course.

### **CERT III AND IV FUNDING STRUCTURES:**

Students who undertake either Certificate III or IV qualifications may be eligible to receive varying levels of funding for their qualification: **User Choice** and/or **Employer Incentives** Employees may be able to access one or both of these programs.

#### User Choice

User Choice funding is support to the REIT to provide training for students, students who qualify for User Choice funding are not charged for their training by the REIT. Eligibility for this funding is assessed by an **Australian Apprenticeship Centre** (AAC) to Qualify for User Choice funding an employee must meet several criteria.

## Employer Incentives

Employer incentives are provided to employers to support training of staff. Employers receive an incentive of \$4000 for new employees. Eligibility for this funding is assessed by an **Australian Apprenticeship Centre (AAC)** to qualify for Employer Incentives an employee must the following criteria.

## Certificate III

### Cost of Qualification:

Where a student has qualified for User Choice funding the cost of the Certificate III qualification is \$800.

Where a student cannot access funding the cost of the qualification is \$2000.

## Certificate IV

### Cost of Qualification:

Where a student has qualified for User Choice funding the cost of the Certificate IV qualification is \$1000.

Where a student cannot access funding the cost of the qualification is \$4000.

## CERT III AND IV FEES:

Where a student does not qualify for User Choice funding the following charges will apply:

**Certificate III:** \$500 upon enrolment, then \$200 per month, commencing in the following month until the full fee has been paid.

*(Students progression is reviewed monthly, if the student isn't progressing the charging will be placed on hold until the student has commenced/completed the number of units charged for).*

**Certificate IV:** \$500 upon enrolment, then \$200 per month, commencing in the following month until the full fee has been paid.

*(Students progression is reviewed monthly, if the student isn't progressing the charging will be placed on hold until the student has commenced/completed the number of units charged for).*

Where a student qualifies for employer incentives, these incentives will offset nearly all of these costs of the Certificate III and IV.

## **CERTIFICATE III, IV STUDENT REFUNDS**

Cert III and IV refunds will be calculated on a basis of fees paid, minus the cost of training provided and a \$500 administration fee.

No refund is applicable if students enroll into the Property Representative Course as part of their Certificate IV enrolment.

## **DIPLOMA FEES:**

The Diploma consists of 26 Units. Total costs for the diploma is \$5000.

The following charges will apply:

**Diploma:** \$500 upon enrolment, then \$200 per month, commencing in the following month until the full fee has been paid.

*(Students progression is reviewed monthly, if the student isn't progressing the charging will be placed on hold until the student has commenced/completed the number of units charged for).*

## **DIPLOMA REFUNDS**

Diploma refunds will be calculated on a basis of fees paid, minus the cost of training provided and a \$500 administration fee.

## **SKILLS FUND POSITION**

Skills fund places are available for the CPP40307 Certificate IV in Property Services (Real Estate) and the CPP50307 Diploma of Property Services (Agency Management).

The Skills fund subsidises the cost of training by 85% -80%, the remaining 15% - 20% is contributed by the employer or employee. The contribution is non refundable.

## **REIT MANAGEMENT DIPLOMA PROGRAM**

The REIT Management Diploma Program funded places are available for the CPP50307 Diploma of Property Services (Agency Management).

The Property Agents Board subsidises the cost of training by 80% (\$4000), the remaining 20% is contributed (\$1000) by the employer or employee. The contribution is non refundable.

Students will only be eligible for the funded training for two years from their enrolment date. Additional charges will apply if the qualification isn't completed within two years.

## ADDITIONAL TRAINING FEES

### Recognition of Prior Learning (RPL)

RPL is available for many units in the Certificate III, IV and Diploma. The Cost of RPL \$125 per unit, this includes assessment.

### Assessment Appeal Process Fees

The fee for submission of a formal assessment appeal is \$30.00

### Reprint of Certificates & Statements of Attainment

Time since qualification was issued	Cost (\$)
Less than 2 year	\$25
2-5 year	\$75
5+ years	\$125

### Flexible Delivery Fees

Provision of information about qualifications and the flexible delivery process: **free**

### Initial Assessment and Development of Training Plan

- Where undertaken by the candidate attending a meeting with the Training Manager/Supervisor at the REIT or telephoning the Training Manager/Supervisor at the REIT: **free**
- Where undertaken at the candidate's workplace:
  - For a trainee on a registered training agreement which attracts funding for the REIT: **free**
  - For other candidates: \$125 per hour (minimum charge: \$125) plus travel costs at 58-70 cents per kilometer from the point from which the closest available assessor must travel.

### Subsequent Visits for Assessment and Guidance

- \$125 per hour plus travel costs at 58-70 cents per kilometer from the point from which the closest available assessor must travel.

### Credit Transfer Fees

There is no cost associated with requests for national recognition or Credit transfer when all required documentation is provided.

### Enrollee Substitution

Where an employer is liable for payment of course fees for a participant not attending, the employer may, at his/her discretion, send a substitute employee to the training session.

### Tutoring

Where a student requires one on one tutoring, this can be arranged at a cost of \$88 per hour, or part thereof.

### Replacement Learning Material

Cost for replacement of learning material is \$8.00 per unit; this includes a copy of the manual, assessment and associated course material.

### Student class cancellation/no show

Students that confirm their attendance for face to face sessions need to notify the REIT no later than 5 working days prior to the session start date if they wish to cancel their class enrolment, except in extenuating circumstances accompanied by appropriate documentation (medical certificate etc.) A \$150 administration fee (per class) will be charged for late cancellations and no shows unless the appropriate notification has been given.