



## Statement of Fees and Student Service Agreement Form 5-2013

Agreement Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### The agreement is made between:

Migrant Resource Centre North West Region Inc.

**And:** Students Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

henceforth referred to as "Student"

### Terms and Conditions

- This Service Agreement is binding on both parties for the delivery of training, development and assessment services to the student. The student agrees to nominate the Migrant Resource Centre North West Inc. (MRCNWR) as their provider of choice for training, development and assessment services. All information contained herein is "Commercial in Confidence" between the parties. MRCNWR will abide by its Privacy Policy. A copy of this policy is available on the **training provider** website

### Training provider's responsibilities under this Agreement:

- MRCNWR will provide training assessment material and resources for each student. The course is run for two days per week from 9:30 a.m. to 2:30 p.m. with an additional hour if required. The length of the course depends on the qualification and student cohort.
- The course is face to face delivery and self-paced learning with 120 hours of practical placement. We will assist in finding you work placement.
- The course is delivered at 20 Victoria Crescent, St Albans VIC 3021.
- MRCNWR will provide Certificates to students who successfully complete the Qualification and a Statement of Attainment to students who partially complete the qualification
- MRCNWR will provide at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

### Student's responsibilities under this Agreement:

- The student will meet with the "training provider" trainer/assessor for the purpose of training, development and assessment
- The student will participate in training and assessment activities
- The student agrees to the terms and conditions outlined in this agreement

### Tuition Fees - General Information

The student tuition fee is indicative only and subject to change given individual circumstances at enrolment. MRCNWR will establish an appropriate fee rate within the published band on a case-by-case basis informed by unique client characteristics and prevailing circumstances. Additional fees may also apply such as student services and amenities fees. The training provider will adhere to Section 2 of the 2025 fee guidelines.

### Statement of Fees (refer to below)

Prices will be confirmed and agreed upon by all parties in the signing of the enrolment form and this agreement. Additional charges i.e. Amenities, excursions and additional resources, will be identified below. Where applicable a Payment Plan will be produced and provided as an attachment.

### Material Fee

There is a material fee charge for the course. The cost is \$15.00 per unit x 15 units which equates to \$225.00.

### Enrolment Fee

The enrolment fee is \$30.00 which includes all amenities

### Government Subsidised Fees

Where a student meets the eligibility criteria for the Skills Victoria, Skills First funded program but is *not enrolled into a Traineeship program*, training will be offered as Government Subsidised training classified as a “non-trainee”.

Where a student cancels/withdraws from their training before their claim has been processed, no fee will apply.

**Please note** enrolment into this course may impact on access to further government subsidised training under the Skills First program.

**Fee for Service Fees** Where a student does not meet the eligibility criteria of the Skills Victoria, Skills First funded program, training will be offered as Fee for Service training.

MRCNWR utilize Option 3 – Limiting the amount of fees collected in advance A maximum on the amount of fees able to be collected in advance will limit the amount that a student may lose if an RTO collapses with no financial assets. At no point in time should the individual student have paid any more than \$1500 to the RTO for fees or other services yet to be delivered to the student. This threshold is to apply to each course / qualification that the student is enrolled in. The threshold is to apply to all training, assessment and other services that the RTO has agreed with the student would be provided

### Payment of Fees

The training provider does not collect fees up front and will only issue an invoice once training has commenced. Payment to MRCNWR is due within 14 days of receipt of the invoice.

### Refund of Fees

Where a student cancels or withdraws from their training contract, please refer to Refund Policy applies.

A copy of this policy is available on the MRCNWR website [www.mrcnorthwest.org.au](http://www.mrcnorthwest.org.au) and in the Student Information Handbook.

- Any costs associated with obtaining a National Police Certificate and Working with Children Check for work placement are at the student’s own expense

### Statement of Fees and Confirmation of Student/Employee Service Agreement Acceptance

In relation to this Student/Employee Service Agreement, fees per student will be as follows:

Course Code & Course Name	Indicative scheduled Hours/ weeks	Victorian Government Contribution Fee per hour	Skills First government payment	Tuition Fee	Material fee	Enrolment fee and amenities fee	Full Fee (including material, enrolment and amenities fee)
<b>CHC33021 Certificate III in Individual Support</b>	945	\$9.00	\$8505.00	<b>\$0.00</b>	<b>\$225.00</b>	<b>\$30.00</b>	\$2450.00

In signing this agreement, both parties agree to the terms and conditions as outlined above.

#### SIGNED BY RTO REPRESENTATIVE

NAME

SIGNATURE

#### SIGNED BY STUDENT

NAME

SIGNATURE