

## Schedule of Fees and Charges



Macarthur Tourism, Travel and Events College is a Registered Training Organisation (RTO#41365) and operates in accordance with applicable legislation and the Standards for Registered Training Organisations. Macarthur Tourism, Travel and Events College is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services. We review our fees schedule regularly and endeavour to keep the cost of training down.

### When and how do I pay?

Fees are payable when you receive notification of enrolment. Fees must be paid as per the schedule of fees and charges. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card via Pay Pal. Payment details and authorisation form is attached to the enrolment form.

### Can I get a refund?

Yes - If you give notice to cancel your enrolment more than 10 days prior to the commencement of a program you will be entitled to a full (100%) refund of fees paid.

If you give notice to cancel your enrolment less than 10 days prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Macarthur Tourism, Travel and Events College is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a

training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

If for any reason, Macarthur Tourism, Travel and Events College is unable to fulfil its service agreement with a student, Macarthur Tourism, Travel and Events College must refund the student's proportion of fees paid for services not delivered.

### How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

### Are my fees protected in case I need a refund?

Yes - Macarthur Tourism, Travel and Events College has a responsibility to protect the fees paid by students. To meet this need, Macarthur Tourism, Travel and Events College will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. The subsequent payments are based on the costs of your training and assessment which is yet to be delivered. If the cost of the course is less than \$1500.00, the full amount will be requested before the program commences.

### Do I pay GST in my tuition fees?

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

### Changes to terms and conditions

Macarthur Tourism, Travel and Events College reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that effect the student's enrolment the student will be informed 7 days prior to changes taking effect.

## Course Fees

Industry area	Course Code	Full tuition fee	RPL fee*
Tourism and Events	SIT30116 – Certificate III in Tourism SIT30516 – Certificate III in Events	\$1900	\$1000
	SIT50116 – Diploma of Travel & Tourism Management SIT50316 – Diploma of Event Management	\$5500	\$1400
Hospitality	SIT30616 – Certificate III in Hospitality SIT30816 – Certificate III in Commercial Cookery SIT31116 – Certificate III in Asian Cookery SIT40416 – Certificate IV in Hospitality SIT40516 – Certificate IV in Commercial Cookery SIT50416 – Diploma of Hospitality Management	N/A Cert III and IV    \$5500	Contact Workskills International directly  <a href="http://www.mttec.com.au/wsi">www.mttec.com.au/wsi</a>
Short Courses	We offer a range of short courses that include self-paced online delivery, to face-to-face workshops  Details on each course including various costs can be seen by going directly to the course page  <a href="http://mttec.com.au/short-courses/">http://mttec.com.au/short-courses/</a>	<a href="#">Various</a>	N/A

**Notes.**

\* The Recognition of Prior Learning (RPL) fee is based on all units being assessed as competent through the RPL process.

If any gap training requirements are identified, students will need to enrol in those units and will be charged at \$150 per unit.

All enrolments attract an initial deposit which is then deducted from the above applicable fee. Macarthur Tourism, Travel and Events College payment terms are 10 days from initial invoice for enrolment confirmation.

Double diploma and early payment discounts also apply. Contact MTTEC for further details.

<b>Miscellaneous Charges</b>	
Re-issuing a certificate, qualification or statement of attainment	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$55.00 (Incl. GST)
Credit transfer Fee*	\$99.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)
<b>Note:</b> Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.	

\*Credit transfer fee is only charged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/ or modules completed at another RTO or RTOs.

**Please refer to the MTTEC Student Handbook for further information on all student rights and obligations.**