

Training Fees and Refunds

Blueprint Career Development

1 Policy

Blueprint Career Development will ensure that when students enrol in a course, they (and their employer, if applicable) are fully aware of the Training Fees and Refund policy.

2 Purpose

To ensure that students and organizations are aware of the training fees before the commencement of training. Training fees and charges cover such costs for facilitation, administration, learning resource materials and equipment required for training may apply.

To provide a refund policy that is fair and equitable to participants and which protects Blueprint Career Development's reputation as a training organisation of high standing.

3 Scope

Applies to all students including, self-funded and employer supported students or trainees undertaking commercial programs or traineeships with Blueprint Career Development.

Blueprint Career Development staff responsible for sales, financial management and administration must have a good understanding of this policy.

4 Procedures

COURSE FEES

A fee summary will be provided prior to enrolment. Fees paid at the point of enrolment in any course will not exceed \$1,500.00 per student. Fees paid in advance will not exceed a further \$1,500.00 per student.

REFUNDS

Under certain circumstances, refunds may apply to students who have paid the required training fees, but for certain reasons are unable to commence or complete the training program.

Should Blueprint Career Development cancel any training program, all participants are entitled to a full refund or a transfer of the funds paid to another training program.

All refund applications are administered and approved by the company Director.

Blueprint Career Development, as authorised by the Director, will provide refunds to learners who have paid the required learner training fees, but for certain reasons are unable to complete the training program.

Blueprint Career Development management guarantees the organisation's sound financial position and safeguards that training fees are only deemed to be cleared and available when the training/assessment services have been rendered.

COMMERCIAL TRAINING

1. Any fee payable by the individual, school or employer must be paid in full fourteen (14) days prior to the commencement of the course of study unless the Director has approved a prior credit arrangement.
2. If credit has been approved, Blueprint Career Development will invoice immediately upon course commencement. Invoices will reflect fees for the number of students initially enrolled and must be paid within fourteen (14) days.
3. Blueprint Career Development may charge an additional \$50.00 per month of overdue invoices to cover the cost of administration and financial record keeping.
4. Students are entitled to a full refund of fees, irrespective of the reasons, if they cancel or withdraw from a scheduled program at least five (5) working days prior to the scheduled commencement date.
5. Students are entitled to a 50% refund of fees, irrespective of the reasons if they cancel or withdraw from a scheduled program with at least 48 hours' notice prior to the scheduled commencement date.
6. Blueprint is not required to provide a refund if a student cancels attendance with less than 48 hours' notice before the course date, or does not attend.
7. Exceptional circumstance refunds must be sought and negotiated on an individual basis with Management.
8. Refunds will not include the administration and enrolment fee component of the paid fees.
9. Cancellation of the training program will only be accepted in writing. The date of cancellation will be determined as the receipt date of the correspondence.
10. The learner will be notified of the refund in writing. A refund will be issued within fourteen (14) days of the receipt and acceptance of the cancellation.
11. Should Blueprint Career Development cancel any training program, students are entitled to a full refund or a transfer of the funds paid to another current or future training program.
12. Blueprint will accept the substitution of attendees free of charge at any time.

TRAINEESHIPS and Certificate 3 Guarantee funding

1. If the Student cancels prior to the commencement of training and the Student has paid Co- Contribution fees, a full refund will be paid for any monies paid in advance.
2. If training in a unit of competency has commenced but not been fully completed prior to withdrawal, then a proportionate refund will be given to the Student. The proportionate refund will be equal to 50% of the Student Co-contribution fee paid for that unit of competency.

3. Students receive a full refund for any unit/s of competency where training has not yet commenced.
4. Where there has been a change to any elective unit of competency resulting in a reduction in Nominal Hours, the Student Co-contribution fee will be re-calculated, and Students will be refunded any overpaid amount.

Please note: Cancellation of enrolment relates to the following instances:

- cancellation of training contract ending the apprenticeship / traineeship
- replacement of SRTO
- change of elective unit of competency.

Students are not required to request a refund should any of the above situations occur. Blueprint Career Development will automatically calculate the refund and notify the Student/client with the amount and a request for bank details for the account that the refund is to be deposited into. Where the employer has paid on behalf of the Student, the above rules will apply, and the employer will be refunded for any training not yet commenced.

5. Nominal hours are determined using the NCVET Nominal Hours calculator or the Victorian Purchasing Guide. Nominal hours are checked quarterly.