

Version 2 for Website
5 February 2019
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FEE POLICY

Introduction

This Fee Policy (the Policy) provides students with relevant fee information including payment terms and conditions. It should be read in conjunction with the Group 314 Refund Policy.

Course fees

Current course fees are provided on the Group 314 Website.

Unless otherwise specified, course fees are all inclusive and there are no hidden fees or charges.

Other fees

Fees that may be charged by Group 314 in addition to course fees are:

- Extension fee for the extension of time to complete a course – to be determined on a case by case basis subject to the impact of the extension.
- Assessment fee for third and subsequent assessment attempts, unless otherwise specified – to be determined on a case by case basis subject to the time and effort required to assess additional assessment attempts.
- Cancellation fee to cover initial enrolment costs - \$100.00. This fee may be waived in certain circumstances and on a case by case basis at the discretion of Group 314.
- Late fee and collection fee if a debt collector is required to recover an unpaid debt – to be determined on a case by case basis subject to time required and expense incurred to recover the debt.

Discounts

Course fees may be discounted under certain circumstances, such as where:

- Training would be delivered to a group.
- A number of units of competency are packaged into a tailored course.
- A claim for recognition of prior learning or credit transfer has been approved.

Such discounts are considered on a case by case basis and must be approved prior to enrolment by the Group 314 Chief Executive.

Requests for discounts must be made in writing and sent to the Group 314 Chief Executive at 2 Lamber St Tolland, NSW, 2650 or info@group314.com.

Payment Terms - students

For individual student enrolments, course fees are payable on enrolment and prior to commencement of the course up to a limit of \$1,500.00. A Group 314 invoice is issued to the student on enrolment and must be paid on receipt.

Where the fee for a course is greater than \$1,500.00, the balance of the fee must be paid in instalments prior to the completion of the course in accordance with a payment plan provided by Group 314. Invoices for fee instalments are issued to the student as required by the payment plan and must be paid on receipt.

Payment Terms - Employers

For employers engaging Group 314 to provide training and assessment services to its staff, the fee is invoiced in full prior to the commencement of training. Payment terms are strictly 14 days.

Default in Payment

Where payment of a fee is late, the subject enrolment will be suspended for up to 28 days until the fee is paid. If the fee is not paid within 28 days, the student will be withdrawn from the course.

Where payment of a fee is more than 60 days late, the debt may be referred to a debt collection agency and will incur late fees and collection fees in addition to debt collection agency fees.

If a course has been completed but fees have not been paid in full, Group 314 will not issue a certificate until the fees have been paid.