

FEES POLICY

Fees are determined based on government guidelines about fees as well as related to One World for Children service policies. The Training Manager oversees this framework.

One World for Children offers administration fee only for training and assessment to all Skills First Program eligible students enrolling into training and RPL. This administration fee only offer is provided as our regular fee and is applied to each of the training courses we provide.

Fees include:

- eBook learner guides
- a user licence and access to Cloud Assess learning management system (LMS)
- unlimited contact with a Trainer Assessor by phone, online meeting and workplace visit
- the delivery of training and assessment activities

Fees do not include;

- cost of obtaining HLTAID012 Provide first aid in an education and care setting for enrolments into CHC30121 or CH30125 Certificate III in Early Childhood Education and Care
- cost of obtaining a Working with Children's Check (employee)

Student fees may be reduced at One World for Children's discretion with consideration of an individual's current circumstances. Consultation and approval from the Training Manager must be obtained prior to applying a reduction of fees.

Fee for service training and assessment, including the provision of any materials, will not be provided until enrolment is complete and applicable fees are paid. An upfront fee per unit payment is expected with three units on commencement. Fees collected for fee for service enrolments must not / do not exceed \$1500.

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OTHER FEES

Through marketing and advertising and prior to enrolment, students are informed of other fees that may be relevant to students at their own cost.

HLTAID012 Provide first aid in an education and care setting

- This is a core unit of CHC30121 or CHC30125 Certificate III in Early Childhood Education and Care and is only applicable to students enrolling into this course
- the first aid course is not included in our fees as One World for Children do not deliver this unit of competency
- Students are expected to source and complete this unit of competency with an external provider to be granted as a credit transfer.
- This will be at the students own cost

Working with Children's Check

- It is a requirement for students working with children to hold a Working with Children's Check (WWCC)
- Students may obtain a voluntary check if they are not employed and will be participating in training under a placement agreement at no cost to them
- Student who are (will be) employed will be required to hold a paid WWCC, this will be their own cost.

REFUND

Funded enrolments

- the Administration fee is a non-refundable administration fee – no refund is available for withdrawal from the course.
- Students are advised of this on the Invoice Statement of Fees issued to them
- Students must pay this fee upfront prior to enrolment and commencement
- Fees may be paid by a third party on behalf of the student

Fee for service enrolments

- The commencement fee and other fees collected are non-refundable if the student withdraws at any time 4 weeks after payment of fees.
- If a course is cancelled or One World for Children closes, or if a student withdraws in writing prior to 4 weeks after payment of fees, a refund will be calculated for self-funded fees that have paid in advance. The refund will exclude:
 - upfront cost of resources/eBooks
 - an administration fee
 - unit fee for any unit that has been commenced

REPLACEMENT CERTIFICATION DOCUMENTATION

A replacement certificate and/or statement of attainment will incur a fee. Regardless of enrolment status (completion or withdrawal) the following fees will apply;

- within the last 5 years = a \$50 fee
- 5 years or more = a \$100 fee
- A statement of results only (regardless of the timeframe) a \$25 fee.

Fees paid for replacements (reprints) are non-refundable.

RETURN FROM SUSPENSION

An 'administration return from suspension fee' will be incurred. Students who return from suspension will be required to pay this fee. This is a non-refundable fee. Return from suspension fees are calculated at the current fee.

This fee is to complete associated activities for student reenrolment to recommencement of training.

Students are reminded of the return from suspension fee at the time of request and via email when suspension is processed.

CHANGE IN ENROLMENT TYPE

When continuing students have had a change to their enrolment type occur (traineeship to non-traineeship or non-traineeship to Traineeship), an administration fee may be charged for activities associated with withdrawing from the previous enrolment type, re-enrolment for recommencing in new enrolment type.

One World for Children may waive this fee at their discretion based on the circumstances of the change.