

Our interest free payment plan applies to all training fees in excess of \$1000

FEE FOR SERVICE FULL QUALIFICATION COURSE FEES (NON-GOVERNMENT FUNDED)		
Course Description	Fee	Payment Options
BSB31115 Certificate III in Business Administration (Medical)	\$250 Enrolment fee (non-refundable) \$150 Administration fee (non-refundable) \$2300 Training Fee Total Fee \$2700	\$400 on enrolment Plus 40 x weekly payments @ \$57.50
HLT37315 Certificate III in Health Administration	\$250 Enrolment fee (non-refundable) \$150 Administration fee (non-refundable) \$2300 Training Fee Total Fee \$2700	\$400 on enrolment Plus 40 x weekly payments @ \$57.50
HLT 47315 Certificate IV in Health Administration	\$250 Enrolment fee (non-refundable) \$150 Administration fee (non-refundable) \$2850 Training Fee Total Fee \$3250	\$400 on enrolment Plus 40 x weekly payments @ \$71.25
BSB51915 Diploma of Leadership and Management	\$250 Enrolment fee (non-refundable) \$150 Administration fee (non-refundable) \$4600 Training Fee Total Fee \$5000	\$400 enrolment on enrolment Plus 40 x weekly payments @ \$115
HLT57715 Diploma of practice Management	\$250 Enrolment fee (non-refundable) \$150 Administration fee (non-refundable) \$4600 Training Fee Total Fee \$5000	\$400 enrolment on enrolment Plus 40 x weekly payments @ \$115
Additional Individual Units	\$250	Per unit Payment can be made by Direct Deposit or Credit Card
Recognition of Prior Learning (RPL) Assessment Fee	\$ 200 per unit of competency being assessed in addition to unit fee charge	Per unit Payment can be made by Direct Deposit or Credit Card

COURSE FEES – NO PAYMENT PLANS AVAILABLE
ALL COURSE FEES INCLUDE A \$250 NON-REFUNDABLE ENROLMENT FEE

Course Description	Fee	Payment Options
<p>Medical Reception plus Terminology</p> <p>BSBMED302 Prepare and Process Medical Accounts</p> <p>BSBMED303 Maintain Patient Records</p> <p>BSBMED305 Apply the principles of confidentiality, privacy and security with the medical environment</p> <p>BSBMED301 Interpret and apply medical terminology appropriately</p> <p>ADD: BSBMED304 Assist in controlling stocks and supplies (usually \$250) only \$95 (saving of \$155) MUST BE BOOKED AT TIME OF MEDICAL RECEPTION PLUS TERMINOLOGY ENROLMENT</p>	\$630	<p>\$630 on enrolment</p> <p>Payment can be made by Direct Deposit, Credit Card or Paypal</p>
<p>Medical Terminology</p> <p>BSBMED301 Interpret and apply medical terminology appropriately</p>	\$395	<p>\$395 on enrolment</p> <p>Payment can be made by Direct Deposit, Credit Card or Paypal</p>
<p>Advanced Medical Reception</p> <p>HLTINF003 Implement and monitor infection prevention and control policies and procedures</p> <p>CHCCCS020 Respond effectively to behaviours of concern</p> <p>Plus either:</p> <p>(Non-Accredited Unit) Advanced Medical Terminology (must have already completed subject below)</p> <p>Or:</p> <p>BSBMED301 Interpret & apply medical terminology appropriately</p>	\$790	<p>\$790 on enrolment</p> <p>Payment can be made by Direct Deposit, Credit Card or Paypal</p>
<p>Recognition of Prior Learning (RPL) Assessment Fee</p>	\$200	<p>per unit of competency being assessed in addition to unit fee charge</p> <p>Payment can be made by Direct Deposit or Credit Card</p>

CERTIFICATE 3 GUARANTEE & HIGHER LEVEL SKILLS PROGRAM CO-CONTRIBUTION FEES		
Course Description	Description	Payment Options
BSB31115 Certificate III in Business Administration (Medical)	Non -Concessional - Total Fee \$1080 \$250 Enrolment fee [non -refundable] \$150 Administration fee [non-refundable] \$52.31 co-contribution unit fee - per unit	\$1080 upfront or \$400 on enrolment Plus 12 x weekly payments @ \$56.67 Payments to commence on start of training
BSB31115 Certificate III in Business Administration (Medical)	Concessional - Total fee \$550 \$250 Enrolment fee [non -refundable] \$150 Administration fee [non-refundable] \$11.54 co-contribution unit fee - per unit	\$550.00 on enrolment Payment can be made by Direct Deposit or Credit Card
HLT37315 Certificate III in Health Administration	Non-Concessional - Total fee \$550 \$250 Enrolment fee [non -refundable] \$150 Administration fee [non-refundable] \$11.54 co-contribution unit fee - per unit	\$550.00 on enrolment Payment can be made by Direct Deposit or Credit Card
HLT37315 Certificate III in Health Administration	Concessional - Total fee \$450 \$250 Enrolment fee [non -refundable] \$150 Administration fee [non-refundable] \$3.85 co-contribution unit fee - per unit	\$450 on enrolment Payment can be made by Direct Deposit or Credit Card
HLT 47315 Certificate IV in Health Administration	Non Concessional - Total fee \$550 \$250 Enrolment fee [non -refundable] \$150 Administration fee [non-refundable] \$10.71 co-contribution unit fee - per unit	\$550 on enrolment
HLT 47315 Certificate IV in Health Administration	Concessional - Total fee \$450 \$250 Enrolment fee [non -refundable] \$150 Administration fee [non-refundable] \$3.57 co-contribution unit fee - per unit	\$450 on enrolment
HLT57715 Diploma of Practice Management	Non Concessional - Total fee \$1000 \$250 Enrolment fee [non -refundable] \$150 Administration fee [non-refundable] \$40 co-contribution unit fee - per unit	\$1000 upfront or \$400 on enrolment Plus 12 x weekly payments @ \$50.00 Payments to commence on start of training
HLT57715 Diploma of Practice Management	Concessional - Total fee \$800 \$250 Enrolment fee [non -refundable] \$150 Administration fee [non-refundable] \$26.67 co-contribution unit fee - per unit	\$800 on enrolment
Recognition of Prior Learning (RPL) Assessment Fee	\$ 200 per unit of competency being assessed in addition to unit fee charge	Concessional and Non-concessional

CERTIFICATE 3 GUARANTEE & HIGHER LEVEL SKILLS PROGRAM CO-CONTRIBUTION FEES		
Course Description	Description	Payment Options
Non-Refundable Enrolment Fee – Fee for Service	Payable on enrolment – non-refundable on cancellation	\$250
Non-Refundable Enrolment Fee – Government Funded Students	Payable on enrolment – non-refundable on cancellation	\$250
Non-Refundable Administration Fee – Fee for Service	Payable on enrolment – non-refundable on cancellation	\$150
Non-Refundable Administration Fee – Government Funded Students	Payable on enrolment – non-refundable on cancellation	\$150
Direct Debit Service Agreement Dishonour fee	Fee for each dishonoured Direct Debit transaction	Up to \$20
Ezi-Debit Payment Plan Fees	Administration fee once only – \$5.50 Bank Account Transactions Fee - \$1.10 Credit Card Transaction Fee: VISA/MASTERCARD 2.20% (min \$1.10) Failed payment fee \$11.90	Various
Re-submission of Assessment fee	First three submissions of the same unit assessment are included in the course fee. However, any further re-submissions for the same unit assessment will incur a fee of \$55.00	\$55
Produce partial completion statement of attainment	No fee applies to produce a statement of attainment when the student has partially completed the training program and must withdraw.	Nil
Re-Print certification Fee	Where the candidate requests a new copy of his/her certification the following fees apply:	\$45 plus GST
Cancellation Processing Fee	Administration charge to process course withdrawal	\$50
Credit Transfer Application Fee	Applicable for students making application for recognition of equivalent units of competency	Nil
Course Deferral or Classroom Transfer Fee	Nil charge for first deferral or classroom transfer. A \$100 fee will be incurred for every instance after	\$100
Course extension Fee – 3 months	On approval at discretion of RTO Director – 3 month extension	\$100
Course extension Fee – 6 months	On approval at discretion of RTO Director – 6 month extension	\$200
Re-enrolment fee	Applies should a qualification become superseded whilst a student is on deferment or exceeds the course enrolment period- On approval at discretion of RTO Director	\$250
Re-printing and/or resending of course materials	Price per unit – should a student require replacement hard copy materials (includes postage)	\$50
Recognition of Prior Learning (RPL) interview	Non-Refundable interview fee for Recognition of Prior Learning (RPL)	\$100
Recognition of Prior Learning (RPL) Assessment Fee	Per unit of competency being assessed in addition to unit fee charge	\$200