



# MEDICAL ADMINISTRATION TRAINING PTY LTD

## FEES AND CHARGES SCHEDULE

Our interest free payment plan applies to all training fees in excess of \$620

### FEE FOR SERVICE FULL QUALIFICATION COURSE FEES (NON-GOVERNMENT FUNDED)

Course Description	Fee	Payment Options
BSB31115 Certificate III in Business Administration (Medical)	\$250 Registration fee (non –refundable) \$150 Administration fee (non-refundable) \$2450 Training Fee  Total Fee \$2850	\$2850 on registration or  \$500 on registration Plus 50 x weekly payments of \$47
HLT37315 Certificate III in Health Administration	\$250 Registration fee (non –refundable) \$150 Administration fee (non-refundable) \$2450 Training Fee  Total Fee \$2850	\$2850 on registration or  \$500 on registration Plus 50 x weekly payments of \$47
HLT 47315 Certificate IV in Health Administration	\$250 Registration fee (non –refundable) \$150 Administration fee (non-refundable) \$3050 Training Fee  Total Fee \$3450	\$3450 on registration or  \$500 on registration Plus 50 x weekly payments of \$59.00
HLT57715 Diploma of practice Management	\$250 Registration fee (non –refundable) \$150 Administration fee (non-refundable) \$4850 Training Fee  Total Fee \$5250	\$5250 on registration or  \$500 registration on registration Plus 50 x weekly payments of \$95
Dual Diploma HLT57715 Diploma of practice Management and BSB50215 Diploma of Business	\$250 Registration fee (non –refundable) \$150 Administration fee (non-refundable) \$4850 Training Fee  Total Fee \$5250	\$5250 on registration or  \$500 registration on registration Plus 50 x weekly payments of \$95
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

Medical Administration Training Pty Ltd reserves the right to change the amount of any Fees and Charges for our products and services, or to implement new fees and charges at any time



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### SHORT COURSE FEES

**ALL COURSE FEES INCLUDE A \$250 NON-REFUNDABLE REGISTRATION FEE**

Course Description	Fee	Payment Option
<b>Medical Reception plus Terminology</b> BSBMED302 Prepare and Process Medical Accounts BSBMED303 Maintain Patient Records BSBMED305 Apply the principles of confidentiality, privacy and security with the medical environment BSBMED301 Interpret and apply medical terminology appropriately	\$620	\$620 on registration or \$150 on registration plus 8 x \$58.75 weekly payments  Payment can be made by Direct Deposit, Credit Card
<b>Health Care Essentials</b> CHCCCS020 Respond effectively to behaviours of concern HLTINF001 Comply with Infection Prevention and control policies and procedures CHCCCS001 Maintain high standard of service	\$750	\$750 on registration or \$250 on registration plus 8 x weekly payments @ \$62.50  Payment can be made by Direct Deposit, Credit Card
<b>Medical Terminology</b> BSBMED301 Interpret and apply medical terminology appropriately	\$295	\$295 on registration  Payment can be made by Direct Deposit, Credit Card
<b>Infection Control in a Health Setting</b> HLTINF001 Comply with infection prevention and control policies and procedures	\$295	\$295 on registration  Payment can be made by Direct Deposit, Credit Card
<b>Managing Difficult and challenging behaviours</b> CHCCCS020 Respond effectively to behaviours of concern	\$295	\$295 on registration  Payment can be made by Direct Deposit, Credit Card
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 Payment can be made by Direct Deposit or Credit Card

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CERTIFICATE 3 GUARANTEE & HIGHER LEVEL SKILLS PROGRAM CO-CONTRIBUTION FEES		
Course Description	Description	Payment Options
BSB31115 Certificate III in Business Administration (Medical)	<b>Non –Concessional</b> - Total Fee \$1080 \$250 Registration fee ( <b>non –refundable</b> ) \$150 Administration fee ( <b>non-refundable</b> ) \$52.31 co-contribution unit fee - per unit	\$1080 on registration or \$150 on registration Plus 15 x weekly payments @ \$62
BSB31115 Certificate III in Business Administration (Medical)	<b>Concessional</b> - Total fee \$550 \$250 Registration fee ( <b>non –refundable</b> ) \$150 Administration fee ( <b>non-refundable</b> ) \$11.54 co-contribution unit fee - per unit	\$550.00 on registration <b>or</b> \$150 on registration plus 8 x weekly payments @ \$50
HLT37315 Certificate III in Health Administration	<b>Non-Concessional</b> - Total fee \$550 \$250 Registration fee ( <b>non –refundable</b> ) \$150 Administration fee ( <b>non-refundable</b> ) \$11.54 co-contribution unit fee - per unit	\$550.00 on registration <b>or</b> \$150 on registration plus 8 x weekly payments @ \$50
HLT37315 Certificate III in Health Administration	<b>Concessional</b> - Total fee \$450 \$250 Registration fee ( <b>non –refundable</b> ) \$150 Administration fee ( <b>non-refundable</b> ) \$3.85 co-contribution unit fee - per unit	\$450 on registration <b>or</b> \$150 on registration plus 6 x weekly payments @ \$50
HLT 47315 Certificate IV in Health Administration	<b>Non Concessional</b> - Total fee \$550 \$250 Registration fee ( <b>non –refundable</b> ) \$150 Administration fee ( <b>non-refundable</b> ) \$10.71 co-contribution unit fee - per unit	\$550.00 on registration <b>or</b> \$150 on registration plus 8 x weekly payments @ \$50
HLT 47315 Certificate IV in Health Administration	<b>Concessional</b> - Total fee \$450 \$250 Registration fee ( <b>non –refundable</b> ) \$150 Administration fee ( <b>non-refundable</b> ) \$3.57 co-contribution unit fee - per unit	\$450 on registration <b>or</b> \$150 on registration plus 6 x weekly payments @ \$50
HLT57715 Diploma of Practice Management	<b>Non Concessional</b> - Total fee \$1000 \$250 Registration fee ( <b>non –refundable</b> ) \$150 Administration fee ( <b>non-refundable</b> ) \$40 co-contribution unit fee - per unit	\$1000 on registration <b>or</b> \$150 on registration Plus 17 x weekly payments @ \$50
HLT57715 Diploma of Practice Management		\$800 on registration <b>or</b> \$150 on registration Plus 13 x weekly payments @ \$50
Recognition of Prior Learning (RPL) Assessment Fee	\$ 200 per unit of competency being assessed in addition to unit fee charge	Concessional and Non-concessional

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### ADDITIONAL SERVICES FEES

Fee Type	Description	Fee \$
Non-Refundable Registration Fee – Fee for Service	Payable on registration – non-refundable on cancellation	\$250
Non-Refundable Registration Fee – Government Funded	Payable on registration – non-refundable on cancellation	\$250
Non-Refundable Administration Fee – Fee for Service	Payable on registration – non-refundable on cancellation	\$150
Non-Refundable Administration Fee – Government Funded	Payable on registration – non-refundable on cancellation	\$150
Direct Debit Service Agreement Dishonour fee	Fee for each dishonoured Direct Debit transaction	Up to \$25
Ezi-Debit Payment Plan Fees	Administration fee once only – up to \$5.50 Bank Account Transactions Fee - \$1.20 Credit Card Transaction Fee: 2.50% (min \$1.10) Failed payment fee up to \$25	Various
Re-submission of Assessment Fee	First three submissions of the same unit assessment are included in the course fee. Any further re-submissions for the same unit assessment will incur a fee	\$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:	\$25 plus GST
Cancellation Processing Fee	Administration charge to process course withdrawal	\$20 per unit
Credit Transfer Application Fee	Applicable for students making application for recognition of equivalent units of competency	Nil
Course Deferral Fee	Nil charge for first deferral. A \$100 fee will be incurred for every instance after	\$100
Course Transfer Fee	Administration charge to process course transfer	\$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 registration period- On approval at discretion of RTO Director	\$250
Replacement or supply of additional training materials	Price per unit – should a student require replacement or additional hard copy learning and assessment material (includes postage)	\$35
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

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