



## FEES AND CHARGES SCHEDULE

### Certificate And Diploma Course Fees

Code	Title	Course Fee Breakdown	Course Price (for those not receiving government funding)		Course Price for Traineeships		Queensland State Government Funding		South Australia State Government Funding	
			Full Fee (When Paid Upfront)	Full Fee Paid in Incremental Payments	Fees (When Paid Upfront)	Fees paid in Incremental Payments	Concession	Non-Concession	Concession	Non-Concession
BSB30120	Certificate III in Business (Medical Administration)	\$150 Registration fee* \$250 Administration fee* \$1400 Training Fee  Total Fee \$1800	\$1800	\$150 on registration plus 33 x weekly payments of \$50	\$2300	\$500 on registration plus 10 x monthly payments of \$180	\$75	\$150	\$250	\$300
HLT37315	Certificate III in Health Administration	\$150 Registration fee* \$250 Administration fee* \$2100 Training Fee  Total Fee \$2500	\$2500	\$150 on registration Plus 50 x weekly payments of \$47	\$3000	\$500 on registration plus 10 x monthly payments of \$250	\$75	\$150	\$250	\$300
HLT47321	Certificate IV in Health Administration	\$150 Registration fee* \$250 Administration fee* \$2450 Training Fee  Total Fee \$2850	\$2850	\$150 on registration Plus 50 x weekly payments of \$54	\$3350	\$500 on registration plus 10 x monthly payments of \$285	\$150	\$250	\$300	\$350
HLT57715	Diploma of Practice Management	\$150 Registration fee* \$250 Administration fee* \$4850 Training Fee  Total Fee \$5250	\$5250	\$500 registration on registration Plus 50 x weekly payments of \$95	\$5500	\$500 on registration plus 10 x monthly payments of \$500	\$800 (payment plan available, \$150 on registration plus 13 x weekly payments of \$50)	\$1000 (payment plan available, \$150 on registration plus 17 x weekly payments of \$50)	<b>Concession:</b> \$550 (payment plan option is: \$150 on registration plus 8 x weekly payments of \$50)	<b>Non-Concession:</b> \$1000 (payment plan option is: \$150 on registration plus 17 x weekly payments of \$50)

**Note:** \*All certificate and diploma course fees include a non-refundable registration and administration fee. MAT 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. Queensland and South Australia Eligibility Criteria apply, see [www.medtrain.com.au](http://www.medtrain.com.au). Traineeship arrangements must be made by Employers.

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Accredited Short Course And Skill Set Courses			
Course/Skill Set Name	Units included	Course Price	
		Full Fee (When Paid Upfront)	Full Fee Paid in Incremental Payments
Medical Reception and Terminology Course	<ul style="list-style-type: none"> <li>BSBMED302 Prepare and Process Medical Accounts</li> <li>BSBMED303 Maintain Patient Records</li> <li>BSBMED305 Apply the principles of confidentiality, privacy and security with the medical environment</li> <li>BSBMED301 Interpret and apply medical terminology appropriately</li> </ul>	\$560	\$150 on registration plus 8 x weekly payments of \$55
Frontline Healthcare	<ul style="list-style-type: none"> <li>BSBMED301 Interpret and apply medical terminology appropriately</li> <li>HLTINF001 Comply with Infection Prevention and control policies and procedures</li> <li>CHCCCS001 Maintain high standard of service</li> </ul>	\$650	\$150 on registration plus 8 x weekly payments of \$62.50
Practice Compliance (Risk Management Skill Set)	<ul style="list-style-type: none"> <li>HLTWHS004 Manage work health and safety</li> <li>CHCLEG003 Manage legal and ethical compliance</li> <li>BSBR501 Manage risk</li> </ul>	\$1150	\$150 on registration plus 20 x weekly payments of \$50
Emerging Leaders	<ul style="list-style-type: none"> <li>BSBLDR413 Lead effective workplace relationships</li> </ul>	\$295	Not applicable
Medical Terminology	<ul style="list-style-type: none"> <li>BSBMED301 Interpret and apply medical terminology appropriately</li> </ul>	\$295	Not applicable
Infection Control in a Health Setting	<ul style="list-style-type: none"> <li>HLTINF001 Comply with infection prevention and control policies and procedures</li> </ul>	\$295	Not applicable
Managing Difficult and Challenging Behaviours	<ul style="list-style-type: none"> <li>CHCCCS020 Respond effectively to behaviours of concern</li> </ul>	\$295	Not applicable
Single units	Additional individual units	From \$250	Not applicable

**NOTE:** All short course fees include a \$150 non-refundable registration fee. 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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### Additional Services FEes

Fee type	Description	Fee
Short Course Extension Fee – 8 Weeks	On approval at discretion of RTO Director – 8 week extension	\$50
Certificate and Diploma Level Course Extension – 6 Months	On approval at discretion of RTO Director – 6 month extension	\$200
Certificate and Diploma Level Course Extension – 12 Months	On approval at discretion of RTO Director – 12 month extension	\$200
Course Deferral Fee	Nil charge for the first deferral. A fee will be incurred for every instance after	\$100
Change Course duration from Full Time to Part Time	On approval at discretion of RTO Director – Once only	\$25
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
Cancellation Processing Fee	Administration charge to process course withdrawal	\$20 per unit
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 \$21.90	Various
Re-submission of Assessment Fee	First three submissions of the same unit assessment are included in the course fee	\$55
Plagiarism Re-submission Fee	Applies should a student be found to have plagiarised and are required to resubmit the unit.	\$50
Re-Print certification Fee	Where the student requests a new copy of his/her certification	\$27.50
Credit Transfer Application Fee	Applicable for students making application for recognition of equivalent units of competency	Nil
Course Transfer Fee	Applicable for students making application for recognition of equivalent units of competency	\$100
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)	\$27.50
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

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