



AOT Fees Schedule

FEE FOR SERVICE Course Fees

Code	Title	Concession	Non-Concession
FSK20119	Certificate II in Skills for Work and Vocational Pathways	\$ 1370	\$2780
BSB20120	Certificate II in Workplace Skills	\$ 744	\$ 1488
BSB30120	Certificate III in Business	\$ 897	\$1794
BSB40120	Certificate IV in Business	\$ 1046	\$2093
CHC30121	Certificate III in Early Childhood Education & Care	\$ 2004	\$4008
CHC50121	Diploma of Early Childhood Education & Care	\$ 1784	\$3568
CHC30221	Certificate III in School Based Education Support	\$ 1488	\$2976
HLT33115	Certificate III in Health Services Assistance	\$ 1452	\$2905
CHC33015	Certificate III in Individual Support	\$1560	\$3120
CHC43015	Certificate IV in Ageing Support	\$2160	\$4320
CHC43121	Certificate IV in Disability	\$1946	\$3892
SIS20321	Certificate II in Sport Coaching	\$682.50	\$1365
SIS30321	Certificate III in Fitness	\$840	\$1500
SIS30521	Certificate III in Sport Coaching	\$825	\$1650
TLI30321	Certificate III in Supply Chain Operations	\$522.50	\$1045

PAYMENT TERMS

- Fees are payable when the student has received notification of enrolment.
- Fees must be paid in full within 10 days of receiving an invoice from AOT.
- AOT may discontinue training if fees are not paid as required.

QLD Funded - Co-Contribution Fees for Certificate 3 Guarantee (incl. Higher Level Skills Program)

Qualification Code	Qualification Title	QLD Location	Student Co-Contribution Fee concessional	Student Co-Contribution Fee non-concessional	Total Units
BSB30120	Certificate III in Business	Beenleigh Online (Zoom)	\$1 (per unit)	\$2 (per unit)	13
CHC30121	Certificate III in Early Childhood Education and Care	Beenleigh, Robertson Online (Zoom)	\$1 (per unit)	\$2 (per unit)	17
CHC50121	Diploma of Early Childhood Education and Care	Beenleigh, Robertson Online (Zoom)	\$1 (per unit)	\$2 (per unit)	13

PAYMENT TERMS

- Concession students must pay entire fee by induction date or the first day of course commencement (whichever comes first) or make arrangements for a direct debit payment plan to be finalised prior to induction date or first day of course commencement (whichever comes first).
- Non-concession students must pay 50% deposit of total fee by induction date or the first day of course commencement (whichever comes first) or make arrangements for a direct debit payment plan to be finalised prior to induction date or first day of course commencement (whichever comes first).

QLD Funded - Co-Contribution Fees for User Choice Program

Qualification Code	Qualification Title	QLD Location	Student Co-Contribution Fee concessional	Student Co-Contribution Fee non-concessional	Total Units
BSB30120	Certificate III in Business	Beenleigh Online (Zoom)	64 cents per nominal hour per unit	\$1.60 per nominal hour per unit of competency	13
CHC30121	Certificate III in Early Childhood Education and Care	Beenleigh, Robertson Online (Zoom)	64 cents per nominal hour per unit	\$1.60 per nominal hour per unit	17
CHC50121	Diploma of Early Childhood Education and Care	Beenleigh, Robertson Online (Zoom)	64 cents per nominal hour per unit	\$1.60 per nominal hour per unit	13

PAYMENT TERMS

- Students undertaking training funded under the User Choice program are required to contribute to the cost of their training through a contribution fee. This fee may be paid on your behalf by an employer or another third party.
- Partial Contribution Fees of 40% will be charged where evidence of a Health Care Card, Pension Card, or where the student is of school age or identifies themselves as Aboriginal or Torres Strait Islander person.
- School-based apprentices and trainees are exempt from student contribution fees for all units that are commenced while in school.



Important information

- Once you complete a qualification through this program you will no longer be eligible for further subsidised training under this program. Prospective students are only eligible for one subsidised training place for a certificate level III qualification.
- Students may receive a survey from the Department seeking information on their training experience
- The amount of subsidy provided will depend on the demand for skilled workers in the area of study.
- Students can only access the Certificate 3 Guarantee through approved Skills Assure training providers
- The Certificate 3 Guarantee (including Higher Level Skills) Program is a Queensland Government initiative. For more information including eligibility requirements, subsidy information, concessional student status and program related documents, visit the following links:
 - Certificate 3 Guarantee: https://desbt.qld.gov.au/data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf
 - Higher Level Skills: https://desbt.qld.gov.au/data/assets/pdf_file/0026/7784/hls-student-factsheet.pdf

Standard Associated Fees for Fee For Service Clients – plus GST where applicable

OTHER CHARGES	Price	Comments
Photocopying Fee	10 cents/page	Black and White
Photocopying Fee	20 cents/page	Colour
Certificate Reprint	\$50	Re-issuing a certificate after it has been initially issued to a student Replacement of Statement of Attainment or Qualification
SOA Request prior to completion	\$50	Issuing of Statement of Attainment prior to completion (cancellation excluded)
Replacement of lost workbook	\$150	Replacing issued learning materials which the student has lost or damaged
Reassessment Fee	\$50	Re-assessment services fee per Unit of Competency
Re-sit Fee	\$ 25.00 / unit	Resit of assessment after third submission
RPL FEE	\$150	RPL services fee per Unit of Competency
Additional personal tutorial assistance	\$ 45 / hour	Provided to a student above and beyond (in excess of 1 hour of personal tutoring out-of-class per unit of competency/subject). This is a discretionary fee that may be charged after advising the student of that their funded study assistance has reached the 1 hour threshold.
Administration Fee (for courses paid in installments)	\$ 30 per installment / payment	NON-REFUNDABLE for courses paid in installments
Cancellation Fee with notice	\$50	For Fee for Service Students Withdrawing from the course with advanced written notice of 14 days.
Cancellation Fee without notice	\$150	For Students Withdrawing from the course after commencement with valid reasons and approved by AOT.
Work Placement Uniform	\$27-\$30	Ordered prior to unpaid work placement , prices may vary depending on the student's shirt size
Work Placement Visit Travel Fee	70 cents per kilometer	For students who live more than 50 kilometers from an AOT Beenleigh Office
Police Check	Pay Direct to Australian Federal Police	At Student's own cost and student must apply direct to https://afpnationalpolicechecks.converga.com.au/
Text books if required	Cost establish prior to course	Cost establish prior to course

Student Refunds Policy

If course fees have been paid in advance, refunds will be processed in the following way:

Prior to commencement of any course activities AOT refund from when notice is given in writing is:

- 100% 14 or more days from date of commencement;
- 50% 7-13 days from the date of commencement;
- 25 % 1 – 6 days from the date of commencement;
- No refund if on or after the date of commencement;

Corporate clients refund policy will be determined on a case-by-case bases dependant on what is negotiated. This will be formalised in the client MOU.

If a student cancels from their apprenticeship or traineeship a full refund will be provided for units not yet commenced. Units that have commenced but are not yet competent will receive a 60% refund.

Learners are required to request a refund in writing to the AOT CEO. Once received calculations will be completed and the student informed of available refund within five (5) working days. If students disagree with the calculated amount they must inform AOT within two (2) days of the refund notice. AOT will then pay the refund into the learner's bank account within ten (10) working days.