

Fees and Charges Policy Guide

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The Fees and Charges guide outlined below covers all programs delivered by NECA Education and Careers.

Payment and Invoicing

Qualification Based Training

A statement of fees will be issued prior to enrolment. Invoices will be issued after your Pre training Review & Information session when you have been assigned an appropriate class. You will receive a copy of your invoice and your training schedule.

Payment Terms

Payment terms for invoices raised for Qualification Based Training are below:

1. First \$1,500 due 14 days after course commencement
2. Next \$1,500 due 1 month after course commencement
3. Next \$1,500 due 2 months after course commencement
4. Any remainder due prior to course completion

Payment of Fees

Payment can be made:

- In person at Student Services of NECA Education and Careers Lygon St Campus
- Over the phone (if paying by credit card) calling the Student Services counter of NECA Education and Careers
- Direct deposit (Please ensure your full name and class are listed in the payment description):

ACCOUNT NAME: NECA Education and Careers

BSB: 063 166

ACCOUNT NUMBER: 00302029

Payment Plans

Payment plans are only available prior to the due date of the invoice. Please see Student Services for further details.

Non Payment of Fees

If fees are not paid by the due date, a late fee of \$100 will be payable on each invoice unless a payment plan has been arranged. The following process will be followed by NECA Education and Careers for all outstanding fees:

1. A reminder text and a reminder letter with the updated invoice (including the late fee) will be sent out for outstanding fees with a payment term of 14 days.
2. A second final warning letter with the updated invoice (including the late fee) will be sent out for outstanding fees with a payment term of 7 days. An additional \$100 late fee will also be charged.
3. If your fees are still not paid by the due date as stated in your second letter the matter will be passed on to a debt collection agency and you will be suspended from attending class until the matter is resolved.
4. No student cards, results or certificates will be issued where there is an outstanding invoice for the course.

Employer Agreements regarding payment of invoices

In the event you have an agreement with your employer that they will pay your invoice you will be required to follow the following steps when you receive your invoice:

- Get either a letter or an email from your employer stating that they agree to pay your fees and have the invoice raised in their name
- Ensure the letter and a copy of your original invoice is received by Student Services prior to the due date of the invoice

Short Course Training

You will be directed for payment via PayPal when you enrol online through the NECA Education and Careers website. Payment can be made via your PayPal account or Credit Card and must be paid prior to your enrolment into a Short Course Program will be confirmed.

The Skills first Program (Government Subsidised)

Skills first Program is available for Students enrolling in Certificate II & Certificate III programs. A formal eligibility check will be completed at your Pre training Review & Information session and you will be notified of the outcome.

Eligibility

Generally, you are eligible for a government-subsidised training place if you are:

- an Australian citizen; or
- an Australian Permanent Resident (holder of a permanent visa); or
- a New Zealand citizen

and are any of the following:

- under 20 years of age (as at 1st Jan 2017) and enrolling in nationally recognised training
- over 20 years of age (as at 1st Jan 2017) and enrolling in nationally recognised training as an Apprentice (not Trainee);
- 20 years and older (as of 1st Jan 2017) and 'up skilling' by seeking to enrol in a course at a higher level than your existing qualification.

In addition, an individual is only eligible to:

- commence a maximum of two courses subsidised through the *Skills First* Program in a calendar year
- undertake a maximum of two courses subsidised through the *Skills First* Program at any one time

Additional Apprentice/Trainee Eligibility Requirements

- employed in Victoria in either a full time capacity
- undertaking an Approved Training Scheme;
- a signatory to a Training Contract with their employer which is registered with the VRQA;
- Involved in paid work and Structured Training: Workplace-based or Structured Training: Off-the job.

Fee Structure

Qualification Based Training (Certificate II & Certificate III)

You will be invoiced on enrolment, then ongoing at the commencement of each school year that you are attending class. These fees are variable and based on the units of competency you are scheduled to commence that calendar year.

You will be invoiced for Tuition Fee & Textbook.

The tuition fees are inclusive of the student amenities, material fee.

- Tuition fees cover the facilitation cost involved with delivering your training
- Student amenities cover the cost of the building maintenance and upkeep of all equipment used within your qualification
- Material fees cover cost of essential materials required for the successful undertaking of the course ie Learners Guides and assessments, all practical activities.
 - For Certificate II only, materials also cover the cost of safety gloves, safety glasses and a copy of The Wiring Rules - (AS/NZS 3000:2007)

The Textbook covers the cost of books required for the successful undertaking of the course

- For Certificate III only
 - Electrical wiring practice 7th edition; Volume 1& 2 by McGraw- Hill
 - Electrical principles for the Electrical Trades 6th Edition Volume 1& 2 by McGraw-Hill

Any other required 3rd party text books and standards are not included and will be invoiced separately.

Concession

All Government funded qualifications will be available for concession for the following current card holders:-

- A Commonwealth Health Care Card
- Pensioner Concession Card
- Veterans' Gold Card

Concession Fee is 20% of the Tuition Fee – Please refer to the Statement of Fees for more information

Short Course Training

The course fee for short courses covers the cost of essential materials required for the successful undertaking of the course ie Learner Guides and Assessments and all practical activities. All required 3rd Party text books and standards are not included and will be invoiced separately.

Course Fees

These fees are effective from, the 1st January 2017 and may be subject to change

Electrical Pre Apprenticeship	Government Funded – no concession	Government Funded – with concession	No Government Funding
UEE22011 – Certificate II Electrotechnology	\$1920.00	\$384.00	\$5184.00

Electrical Apprenticeship	Government Funded – no concession	Government Funded – with concession
UEE30811 – Certificate III Electrotechnology	\$5.00 p/SCH	\$1.00 p/SCH

Tuition fees are calculated based on the school contact hours (SCH) of units commenced in a calendar year however prices may differ if the course goes over 2 calendar years.

Business Management Short Courses	No Government Funding
Registered Electrical Contractors (Business)	\$580.00
Estimating Electrotechnology Projects - Stage 1	\$425.00
Estimating Electrotechnology Projects - Stage 2	\$700.00
Essential Business 4 Electrical Contractors	\$760.00

Licensing and Registration	No Government Funding
SWP Tutorial	\$210.00
LEP Tutorial	\$450.00
LET Tutorial	\$480.00
LEIT G Class Tutorial	\$1,100.00
LEIP G Class Tutorial	\$825.00
Safe Approach G Class Tutorial	\$550.00

Safety	No Government Funding
Provide First Aid (HLTAID003)	\$195.00
Construction Induction Card (CPCCOHS1001A)	\$195.00
OHS Management for Managers & Supervisors	\$695.00
CPR & Low Voltage Rescue (HLTAID001 & UETDRRF06B)	\$130.00

Electrical Specialisations	No Government Funding
Construction Wiring	\$750.00
Construction Wiring Refresher	\$650.00
Electrical Installation Testing	\$250.00

Energy Efficiency & Renewables	No Government Funding
Grid Connect (UEENEEK135A, UEENEEK125A, UEENEEK148A)	\$1,200.00
Battery Storage with Grid connect System (UEERE5001A,UEERE4002A)	\$1,900.00

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Data & Communications	No Government Funding
Open Registration (UEENEEF102A)	\$800.00
Structured & Coaxial Cabling (UEENEEF104A)	\$600.00

Miscellaneous Fees

Tutoring & Resits	Fee
Assessment Resit (0-3hrs – Theory)	\$66.00*
Assessment Resit (0-4hrs – Practical)	\$132.00*
Assessment Resit (Over 4hrs - Practical)	\$264.00*
Tutoring Fee (does not include Resit)	\$100.00*p/hour
RPL FEES	\$750.00*p/unit

**This price is inclusive of GST*

Consumables	Fee
Wiring Rules	\$66.00*
Safety Glasses	\$6.00*
Safety Gloves	\$11.00*
Replacement ID Card	\$25.00*
Reprint of Notes	\$20.00*

**This price is inclusive of GST*

Refund Terms

All refunds will be issued in accordance with the terms listed below.

Course Duration	Cancelled by	Refund Term
Less than 5 days	Student	Fourteen (14) days prior to commencement of the course a full refund of fees, less a \$50 administration fee, will be refunded to the student
		Less than fourteen days (14) and greater than seven (7) days a refund will be issued via a credit note, less a \$100 administration fee, will be refunded to the student
		Less than seven (7) days before the course commencement, no refund will be paid to the student
	NECA Education & Careers	Prior to commencement of the course, a full refund of all fees will be refunded to the student
After the commencement, a refund will be paid for those units/days which have not yet commenced to the student		
5 days or more	Student	Fourteen (14) days prior to course commencement, a full refund of fees, less a \$50 administration fee, will be paid.
		Less than fourteen days (14) prior to commencement a full refund of fees, less a \$100 administration fee, will be paid.
		After course commencement and no later than four (4) weeks after the date of the students last attendance. A refund will be payable for those units which the students has not yet commenced, less a \$100 administration fee which will be deducted from the refund calculated
	NECA Education & Careers	Prior to commencement, a full refund of all fees will be paid.
		After the commencement, a refund will be paid for those units/days which have not yet commenced.

Please contact Student Services via studentservices@necaeducation.com.au or on (03) 9381 1922 to discuss refund options.