

Guide to Fees, Payments & Refunds - 2017

Invoicing and Payment – Qualifications

Qualification Based Training (Pre Apprenticeship & Apprenticeship)

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.

Invoicing

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 your Tuition Fee & Textbook.

Invoicing – Tuition Fees

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)

Invoicing - Text Book (Apprentices only)

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

- 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 (if purchased from NECA Education & Careers)

Qualification Based Tuition Fees

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

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

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

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

Payment

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 (if applicable)
3. Next \$1,500 due 2 months after course commencement (if applicable)
4. Any remainder due prior to course completion (if applicable)

Payment of Fees

Payments against you invoice can be made via the following methods

- 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

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 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

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. You will be liable for all reasonable expenses (including contingent expenses such as debt collection commission) and legal costs (on a full indemnity basis) incurred by NECA Education and Careers for enforcement of obligations and recovery of monies due from you. You will not be allowed to attend class until the matter is resolved. For apprentices, employers will be notified about the same.
4. No student cards, results or certificates will be issued where there is an outstanding invoice for the course.

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;
- 20 years and older (as of 1st Jan 2017) and 'up skilling' by seeking to enroll 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 Eligibility

- 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 enrolled in Trade School

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

Invoicing and Payment – Other Accredited & Non Accredited Courses

Invoicing

- The course fee for Accredited & Non Accredited training covers the cost of essential materials required for the successful undertaking of the course ie Learner Guides and Assessments and all practical activities and 3rd Party text books.
- Standards are not included and will be invoiced separately.

Payment

- You will be directed for payment via PayPal when you enroll 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 Program will be confirmed.

Other Accredited & Non Accredited Course Training Fees

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 (UEERE5001,UEERE4001)	\$1,900.00

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

Miscellaneous Fees - For All Accredited Qualifications

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)	\$100.00p/hour
RPL FEES	\$750.00p/unit

Consumables & Learning Resources	Fee
Safety Glasses	\$6.00*
Safety Gloves	\$11.00*
Reprint of Notes	\$20.00*
AS/NZS 3000:2007 Wiring Rules	\$115.00*
AS/NZS 3008.1.1:2017 Electrical Installations - Selection of Cables	\$150.00*
AS/NZS 3010:2017 Electrical Installations - Generating Sets	\$150.00*
AS/NZS 3012:2010 Electrical Installations - Construction and demolition	\$110.00*
AS/NZS 3013:2005 Electrical installations - Classification of the fire and Mechanical Performance of Wiring Systems	\$90.00*
AS/NZS 3017:2007 Electrical installation Testing Guidelines	\$110.00*
AS 4086.2-1997 Secondary batteries for use with Stand-alone power system (Part 2: Installation and maintenance)	\$75.00*
AS/NZS 4509.1:2009 (R2017) Stand-alone power system (Part 1:Safety and Installation)	\$75.00*
AS/NZS 4509.2:2010 (R2017) Stand-alone power systems (Part 2: Design and guidelines)	\$140.00*
AS/NZS 4777.1:2016 Grid connection of energy systems via inverters (Part 1: Installation requirements)	\$125.00*
AS/NZS 4777.2:2015 Grid connection of energy systems via inverters	\$125.00*
AS/NZS 4836:2011 Safe working in or near low-voltage electrical installations and equipment	\$110.00*

**These prices are inclusive of GST*

Refund Terms

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

Type of Qualification	Cancelled by	Refund Term
Certificate II (Pre App), Certificate III (Apprenticeship)	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 of the course, a full refund of all fees will be refunded to the student
		After the commencement of the course, a refund will be paid for those units/days which have not yet commenced.
Other Accredited and Non Accredited Training	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) a refund will be issued, less a \$100 administration fee and 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	If cancelled, a full refund of all fees will be paid.
Miscellaneous Fees		Strictly no Refunds

Type	Refund Term
Miscellaneous Fees	Strictly no Refunds

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