

# Fee Schedule – Formal Studies

Terms and Conditions – Fees, Pricing, course variations and refunds

*Please read carefully. This forms your agreement with CPD Training when you enrol in a course.*

## Public Course Fees and Payment Plans

Pricing for individuals registering for courses will be as specified in this document

Other special offers and discounts may be marketed from time to time at the discretion of the Managing Director or Training Director.

### Package Option 1

#### Skill Set CPCSS00005 – Provide Building Surveying Services for Residential Buildings

This option is for those wishing to complete the Skill Set only. This course contains 9 Units of Competency

The total fee for those enrolling in the whole of the Skill Set **CPCSS00005** is **\$12,000**, and is to be paid in the following instalments:

Instalment	Amount	Unit access
1	\$1,500	Enrolment and access to CPCCBS6101
2	\$1,500	Access to CPCCBS6104
3	\$1,500	Access to CPCCBS6107
4	\$1,500	Access to CPCCBS6108
5	\$1,500	Access to CPCCBS6112
6	\$1,500	Access to CPCCBS6114
7	\$1,500	Access to CPCCBS6110
8	\$ 1,500	Access to CPCCBS6103 & CPCCBS6118

Applications for Recognition of Prior Learning (RPL) will incur a fee of \$1,500 per unit upon application

**A discount of \$1,000 per unit up to a maximum of 6 Units** is offered to those who are eligible for a direct credit transfer (that is, the identical unit has been completed with another RTO). A statement of Attainment for the Skill Set will not be provided unless a minimum amount of \$6,000 has been paid.

**Enrolment into this course is valid for two (2) years from the date of enrolment, or 1 year after the date of release of the replacement of the training package on the National Register** (in accordance with clause 1.26 of the [Standards for Registered Training Organisations 2015](#)) (whichever is sooner).

The participant must complete at least three unit of competencies within 12 months of enrolment, and every subsequent anniversary of enrolment to be considered an actively enrolled student. (Unless otherwise agreed by the Training Director)

A Statement of Attainment, letter verifying enrolment or Testamur will not be provided unless all relevant payments have been made

## Package Option 2

### CPC60121 – Advanced Diploma of Building Surveying

This option is for those wishing to complete the full Advanced Diploma of Building Surveying

The total fee for those enrolling in CPC60121 –Advanced Diploma of Building Surveying is **\$18,000** which is paid in 12 instalments of \$1,500 at the following stages ( or as otherwise agreed to by CPD Training Pty Ltd and the Student prior to enrolling:

Instalment	Amount	Unit access
1	\$1,500	Enrolment and access to CPCCBS6101
2	\$1,500	Access to CPCCBC4001
3	\$1,500	Access to CPCCBC4012
4	\$1,500	Access to CPCCBC4010
5	\$1,500	Access to CPCCBS6104
6	\$1,500	Access to CPCCBS6107
7	\$1,500	Access to CPCCBS6108
8	\$ 1,500	Access to CPCCBS6112
9	\$1,500	Access to CPCCBS6114
10	\$1,500	Access to CPCCBS6110
11	\$1,500	Access to CPCCBS6103 & CPCCBS6118
12	\$1,500	Access to CPCCBC4053, CPCCBS6102, CPCCBS6105, CPCCBS6116, CPCCBS6109, CPCCBS6113, CPCCBS6115 and 3 units from the listed electives

**Note:** The payment instalment sequence remains the same even if the order in which the units is changed.

Applications for RPL will incur a fee \$1,500 per unit at the time of application.

**A discount of \$1,000 per unit up to a maximum of 8 Units** is offered to those who are eligible for a direct credit transfer (that is, the identical unit has been completed with another RTO). A statement of Attainment for the Skill Set CPCSS00005 will not be provided unless a minimum amount of \$6,000 has been paid.

**Enrolment into this course is valid for three (3) years from the date of enrolment, or 1 year after the date of release of the replacement of the training package on the National Register** (in accordance with clause 1.26 of the [Standards for Registered Training Organisations 2015](#)) (whichever is sooner).

The participant must complete at least three units of competencies within 12 months of enrolment, and every subsequent anniversary of enrolment to be considered an actively enrolled student. (Unless otherwise agreed by the Training Director)

A Statement of Attainment, letter verifying enrolment or Testamur will not be provided unless all relevant payments have been made

## Enrolment into individual Units of Competency from CPC60121– Advanced Diploma of Building Surveying

This option is for those wishing to complete individual Units of Competency from the Advanced Diploma of Building Surveying. Enrolment into individual units of competency is available for a fee of **\$2,000.00** per unit of competency. NB some units do have prerequisite requirements.

### Payment schedule agreement:

By enrolling in the course, participants who choose to pay by instalments agree to honour the CPD Training payment plan and understand that:

- 1) All instalments must be paid on or before the due date;
- 2) There are sufficient funds available in the nominated account to meet the instalment payments;
- 3) CPD Training reserves the right to suspend access to the course in the event that a participant fails to pay any part of the course fees as and when it falls due for payment;
- 4) In the event that a participant requests or fails to advise of a course cancellation, the balance of the course fees will be paid in full or continue to be paid under the agreed payment plan schedule; and
- 5) CPD Training will not issue a Certificate or Statement of Attainment/s until course fees and relevant administrative fees are paid in full.

### Default on the payment schedule:

- 1) The enrolment will be suspended and outstanding accounts will become immediately due and payable; or
- 2) As a cancelled participant the outstanding account will become immediately due and payable;
- 3) The outstanding debt may be forwarded to a debt collection agency, and
- 4) The participant may also be required to pay additional fees associated with the debt collection process.

### Course Duration

Enrolment in an individual module (or unit of competency) is valid and effective for 12 months from the date of enrolment. Re-enrolment and subsequent additional payment is required after the 12 month period.

Enrolment in the Skill Set CPSS00005 – Provide building surveying services for residential buildings up to three storeys is valid for 2 years from initial enrolment (unless superseded)

Enrolment in CPC60121 Advanced Diploma of Building Surveying is valid for 3 years from the initial enrolment (unless the qualification is superseded)

All superseded qualifications, Skill Sets and units of competency must be completed within **1 year after the date of release of the replacement of the training package on the National Register** (in accordance with clause 1.26 of the [Standards for Registered Training Organisations 2015](#))

## Administration Fees

We will always do our best to provide good service and assist you with short turnaround time when handling administrative matters.

In some cases, a request will incur an administrative charge below:

Administration Fees	\$ (GST)
Late payment penalties for customers who do not pay fees on time	2% late fee charge
Re-assessment fees available to customers who are deemed not yet competent on completion of training and assessment after re-submit and re-sit options.	\$299 per unit.
Re-enrolment fees for customers whose time for submission of work has passed and they wish to extend the length of the course	\$100 upon re-enrolment per unit
Fees for issuing a replacement qualification testamur	\$100
Fees for processing refunds	\$100
Fees for processing cancellations and course variations	\$100
Fee for replacement learning and assessment materials ( hard copy only)	\$100

## Provider default – If CDP Training cannot offer or continue a course

Where CPD Training is in a “default” situation such as cancellation of course, we will offer an alternate place or a refund.

- 1) We may offer a transfer to coaching mode as an option for completion of a course.
- 2) We will discuss this with you and come to an arrangement.
- 3) A refund letter with calculations showing administration charges and fees to be refunded is sent to the customer.
- 4) The payment is processed within a maximum of 4 weeks (20 working days) from the date on the refund calculation letter.

A change in requirements for the recognition of the qualification for the purposes accreditation by the relevant accreditation body subsequent to enrolment is not considered to be a default situation.

## Course variations – Withdrawal or Cancellation from a course and refund request

Requests must be in writing or email.

<b>Prior to commencement</b>	
Cancellation requested 7 days prior to the course commencement date	An offer of an alternate course commencement date will be made. 50% of the 1 <sup>st</sup> instalment or workshop fee less the refund fees.
Cancellation requested less than 7 days prior to the course commencement date	An offer of an alternate course commencement date will be made. 20% of 1 <sup>st</sup> instalment or workshop fee is refundable less the refund fees.
<b>After commencement</b>	
Cancellation or withdrawal notified after you have commenced the course –  Up to and including Week 8 in the full qualification	The 1 <sup>st</sup> instalment is not refundable. Other payments in the payment plan will be considered on a case by case basis less the refund fees.
Cancellation or withdrawal notified after you have commenced the course –  After Week 8 in the full qualification	Once the candidate has complete 8 weeks of the course and submitted the first Module project the full payment of fees will be required. At this stage the candidate has an individual training plan in place, a coach assigned to the candidate and the first major component of the course submitted.

### Confidentiality and privacy of information required for payment of fees

CPD Training will keep any information (including account details) in direct debit requests confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.