

Smart and Skilled Fees Policy

With regard to the Fee and Refund administration requirements, Bannister Technical complies with the contractual responsibilities under our Smart and Skilled contract as detailed in the Smart and Skilled Fee Administration policy

Smart and Skilled Student Fees

All learners accessing subsidised training under Smart and Skilled must pay a student fee.

Concessions for eligible learners are available.

Students will be charged the fee currently applicable and published in the Smart and Skilled 2015 Prices, Fees and Subsidies – v2 document. The document is available from the State Training Services web site

http://www.training.nsw.gov.au/forms_documents/smartandskilled/prices_fees/2015_prices_fees_subsidies.pdf

Prepaid Student fees

Bannister Technical complies with Clause 7.3 of the Australian Skills Quality Authority's (ASQA) User Guide Standards for Registered Training Organisations (RTO's) 2015 relating to our responsibility to protect fees prepaid by learners.

Bannister Technical does not collect prepaid fees from learners in excess of \$1500 and, as such complies with the provisions of Clause 7.3

General

- Students will be provided with all information regarding fees payable prior to enrolment. Fees will be determined by using the Smart and Skilled eligibility and course locator. <https://smartandskilled.nsw.gov.au/>
- A schedule of payments will be agreed with the student prior to enrolment.
- Students will be notified of any additional course costs prior to enrolment
- The fee schedule will ensure that all fees are paid in full prior to completion of training and assessment
- All fees collected will be retained by Bannister Technical
- Where applicable, such as a traineeship, the employer may pay the fee on behalf of the student.
- No additional fees will be charged to students.
- Students will be entitled to 2 attempts to complete a unit of competency without additional cost. Any further attempts will incur a charge which will be at the discretion of the Provider.

- Fees will be adjusted to reflect any RPL or CT and if necessary refunds will be made.
- If a student does not complete a qualification at a certain level but has completed all the requirements of a qualification at a lower level Bannister will refund any difference in the student fee less an administration fee.

Withdrawal of students

- If for any reason Bannister Technical is unable to complete the agreed training, students will be refunded pro-rata for any units paid for and not completed
- If for any reason Bannister Technical ceases operations or the Smart and Skilled contract is cancelled, Bannister will follow the Transfer Out Process as outlined in the Smart and Skilled Operating Guidelines. Students will be advised as soon as practically possible. Students would be refunded pro-rata for any units paid for and not completed
- In all instances where a student does not complete a qualification, Bannister will issue a Statement of Attainment for all units where competency has been assessed.