

Fee Statement

Student Fees

The Student Fees set out in the Schedule of Student Fees are designed to cover:

- Tuition expenses
- Service Fees
- Material Fees
- Incursions/excursions
- Student Services
- Student Insurance
- Uniform (Hairdressing only and Hospitality)
- Camp (Seniors only)
- Computer access and IT cost
- Certificates, Record of Results and Statement of Attainments

Please note – The above mentioned are all charged through tuition and material fee costs.

Payment of Fees

All courses are costed in accordance with the VET Funding Contract, Guidelines about Fees.

FLC require a \$50 deposit to process accredited registration an individual statement of fees will be provided once registration has been processed. Invoices will be issued once enrolments have been accepted and provided via email; hard copies can be provided on request.

Fees can be paid via EFTPOS, Ezidebit and Centre Pay– Payment options are – monthly or fortnightly, once you have been issued with an invoice.

Please contact administration to request a payment plan via the mentioned methods, students cannot commence classes until payment methods are in place.

FLC may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, FLC may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to costs yet to be incurred on behalf of the student for tuition or other services yet to be delivered to the student does not exceed \$1,500.

All fees must be paid four weeks before the completion of the course. Fees must be paid in full prior to the completion of the course in order for students to receive their Certificate, Statement of Attainment or Certificate of Participation. Students in the Youth Department are advised that they will not receive an invitation to the annual graduation ceremony should there be outstanding fees at the duration of their course.

- Fees for the previous term must be paid before returning to class for the next term. If you are on a payment plan, payments must be up to date as per the agreement.
- Failure to complete payments will result in student's being unable to attend class.

Concession

Concessions on fees are available for some courses at Foundation Learning Centre. Students who are eligible for a concession fee must present a valid Commonwealth Health Care Card or a Pension Card (proof of exemption status must be provided at the time of enrollment).

Eligibility for government-subsidised training through the Skills First Program

An Eligible Individual is an individual who is eligible for training subsidised through the *Skills First* Program in accordance with the eligibility requirements specified in this VET Funding Contract.

In order to be an Eligible Individual an individual must:

- Be an Australian citizen, a holder of a permanent visa or New Zealand citizen
- Be enrolling and commencing training in a course or qualification between the Commencement Date and 31 December 2020
- Be under 20 years of age on January 1, 2020 and enrolling in nationally recognised training or enrolling in training in the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL)
- Be over 20 years of age on January 1, 2020, and be
- Enrolling in a nationally recognised training as an apprentice
- Be over the age of 15 enrolling in VCE or VCAL (Intermediate or Senior)
- Enrolling in a course that is at a higher level than your previous highest educational level achieved at the time of the scheduled commencement of training
- Be enrolling in nationally recognised training in a Foundation Skills List course
- Not be enrolled in a school (excluding School Based Apprentice/Trainee)

In addition, an individual is only eligible to:

- commence a maximum of two courses in a calendar year
- undertake a maximum of two courses at any one time
- commence a maximum of two government courses at the same level within the in their lifetime

You can use the link to test your eligibility using the governments online Victorian Skills Gateway Eligibility Calculator, [Victorian Skills Gateway Eligibility Calculator](#)

Withdrawals

For services that are not able to be conducted as planned by Foundation Learning Centre for example, cancelled courses or when students withdraw from programs prior to commencement.

- A \$50 registration/administration fee applies for all withdrawals from an accredited course.
- If you officially withdraw by notice from an accredited Foundation Learning Centre course within 4 weeks of the scheduled commencement date of the course, you can apply for a refund of fees paid less the \$50 registration fee.
- If a student withdraws after an accredited course has commenced, our course refund policy applies.
- Until a withdrawal form is completed, no statements or refunds will be issued if applicable.
- Course fees will continue to be charged until the withdrawal form is completed, dated and handed in.

Refunds for Accredited Courses

- If Foundation Learning Centre cancels a course, a full refund of money paid will be given to enrolled students.
- If a student withdraws prior to the commencement of the course a refund of fees paid less the registration fee of \$50.00.
- If a student withdraws before the end of a course, they are responsible to pay fees up until the date of withdrawal.
- All refunds will be paid by bank transfer

Students wishing to apply for withdrawal and or refund are required to complete the student withdrawal form and lodge this with the Department Head either in person or via email.

The withdrawal process must be completed within one month of the student wishing to withdraw has lodged an application. Students withdrawing, cancelling or transferring, prior to completion of the qualification will receive a formal Statement of Attainment, within 30 days of the process being finalized at no extra cost, providing all tuition relating to the units of competency to be shown on the Statement of Attainment have been paid in full.

Credit Transfers and Recognition of Prior Learning

Credit Transfers and Recognition of Prior Learning will be discussed with all students prior to enrolment, this will alter the fees and will be reflected in students initial invoice issued upon enrolment.

Please see the Foundation Learning Centre website for further details on, Fees and Charges Policy and other [Policies and Procedures](#)