



FEE ADMINISTRATION AND REFUND POLICY

RELEVANT STANDARD(S):

National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 – Standards 2.1

National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 – Clause 18. Prepaid fee protection measures

PURPOSE

Academy of Early Learning Training Pty Ltd adheres to the relevant compliance and legislative frameworks, such as the Standards for Registered Training Organisations (RTOs) 2025. As such, Academy of Early Learning Training Pty Ltd will provide transparency in the application and administration of fees and charges, including refund, and will put in place a fair and reasonable refund process according to Australia's consumer protection laws.

The purpose of this policy is to provide for the appropriate application and administration of fees and handling of VET student refunds.

POLICY PRINCIPLES

Academy of Early Learning Training Pty Ltd implements fair and reasonable refund practices and transparent processes for fee application and administration. Academy of Early Learning Training Pty Ltd will ensure that:

1. prospective students are aware of its fee policies in order to make informed decisions about enrolment in a course;
2. its fee and refund policy is prominent and accessible to its staff, prospective students, and existing students;
3. it implements and maintains a process for fair and reasonable refunds and fees paid; and
4. it provides refunds for fees and charges paid by VET students, where training and assessment activities have not been delivered

Fee Administration Policy Principles

Fee Information

1. Academy of Early Learning Training Pty Ltd will inform its prospective students and employers (if applicable) of the full and accurate course fees associated with the training and the refund policy before enrolment.
2. Academy of Early Learning Training Pty Ltd will ensure that the fee and refund policy is accessible to its staff, prospective students and existing students. The fee information will include but will not be limited to the following information:
 - a. Breakdown of the course fee (if any)



- b. Fee and Refund policy
 - c. Incidental fees
 - d. Compulsory fees
 - e. Additional charges or co-contributions
 - f. Methods of fee collection
 - g. Process for recovery of outstanding student fees
3. For any incidental fees that may be applicable, Academy of Early Learning Training Pty Ltd will inform the prospective student before enrolling that such fees are a charge for an essential good or service and that the student has a choice of acquiring this from a supplier other than Academy of Early Learning Training Pty Ltd.

Fee Administration

1. Academy of Early Learning Training Pty Ltd will only charge fees for accredited training in accordance with the fee information published and provided to the prospective student and the Fee Administration and Refund Policy.
2. Academy of Early Learning Training Pty Ltd will retain accurate course fee payment, waiver, exemption or refund records for each student.
3. Academy of Early Learning Training Pty Ltd will require payment prior to commencement of training as well as pre-payment plans for students.
4. Academy of Early Learning Training Pty Ltd will apply standard student fees for Fee-for-Service (FFS) students.
5. Academy of Early Learning Training Pty Ltd will allow participant course fees to be paid on behalf of the student by their employer or another third party (if applicable).
6. Academy of Early Learning Training Pty Ltd will maintain arrangements for the protection of any fees paid in advance in accordance with Compliance Requirements 18 and 19.

Fee Payment Arrangements

1. Academy of Early Learning Training Pty Ltd ensures that its financial practices promote the protection of fees (paid in advance and exceeding \$1,500) made by any student. Academy of Early Learning Training Pty Ltd will only adhere to the accepted fee protection measure to protect fees in excess of the threshold fee amount of \$1,500 as stated in Compliance Requirement 18 – Accountability (Prepaid Fee Protection Measures) Standards for RTOs 2025.
2. Academy of Early Learning Training Pty Ltd implements a fee payment plan and will only collect upon enrolment a non-refundable enrolment administration fee of \$150 for Certificate 3 and \$250 for Diploma enrolments, included in the first instalment of the tuition fee.



3. Tuition fees are broken into instalment payment plans to ensure students do not pre-pay fees over \$1,500. The schedule of the payment plans is outlined in the student enrolment forms.
4. Fees must be paid in full before certification will be issued.
5. If payment instalments/arrangements are in place, and payment becomes overdue and remains unpaid for a period in excess of 14 days, Academy of Early Learning Training Pty Ltd reserves the right to suspend the student's learning or assessments (or both) until all fee payments are up to date.
6. Flexible payment arrangements, such as instalments, credit cards, direct debit, cheques and EFT remittances are acceptable to accommodate the diverse financial situations of VET students.

Outstanding Student Fees

1. Non-payment of fees by the due date for continuing enrolments will result in suspension of training. Academy of Early Learning Training Pty Ltd will notify all parties in writing if suspension. Once payment has been finalised, parties will be notified of the recommencement of training.
2. Academy of Early Learning Training Pty Ltd will charge a recommencement fee for any suspended training to cover administration costs.
3. Academy of Early Learning Training Pty Ltd will not issue SOAs or Certificates if training fees are outstanding.
4. Academy of Early Learning Training Pty Ltd will inform students of its process for the recovery of outstanding student fees prior to enrolment through its Fee Administration and Refund Policy.

Refund Policy Principles

1. Details of Academy of Early Learning Training Pty Ltd's Refund Policy is publicly available to prospective students and employers (if applicable), staff and existing students and employers (if applicable).
2. Academy of Early Learning Training Pty Ltd will make students aware of the refund policy prior to enrolment.
3. With regard to all withdrawal of training, Academy of Early Learning Training Pty Ltd will first encourage a VET student to continue training or provide other options such as enrolling to another course date, prior to processing refund applications.
4. All refund requests must be done in writing via the **Refund Request Form**. Academy of Early Learning Training Pty Ltd will only acknowledge and review requests based on information provided through the form. Exemptions are made to mitigating circumstances, provided there is supporting evidence.
5. No refunds will be issued for cancellations outside of the Refund Period.
6. For refund applications within the Refund Period, the Refund Request Form must be received by Academy of Early Learning Training Pty Ltd within the Refund Period. A refund of the course fee, less the applicable Administrative Fees, will only be issued if all above criteria have been met and the student has no previous outstanding monies with the Academy of Early Learning Training Pty Ltd.



7. Academy of Early Learning Training Pty Ltd requires written notification of withdrawal from training; this may be via letter, email or the completion of the **Withdrawal from Training Form**. Refund will be assessed upon receipt of the request. Statement of fees that includes all fees applied and any fees refunded (if applicable) will be provided where a student withdraws from training.
8. Academy of Early Learning Training Pty Ltd will process refund requests within 1 week from the day of receipt. The reimbursement procedure for approved refunds may take up to 4 weeks.
9. A non-refundable administration fee of \$150/\$250 whichever will be subtracted from any refund granted under the terms and conditions outlined in this policy. All refunds will be paid to the person or organisation that originally paid the fees.
10. Academy of Early Learning Training Pty Ltd does not provide refund where:
 - a. A VET student has commenced their course/unit
 - b. There are changes to work hours
 - c. Moving interstate
 - d. Student leaves before full course completion and does not complete qualification after assessment
 - e. Recognition resources and services have been supplied to the VET student.
11. Academy of Early Learning Training Pty Ltd may provide consideration for refund for students who have commenced training with the discretion of the CEO.
12. Academy of Early Learning Training Pty Ltd does not accept liability for loss or damage suffered in the event of withdrawal from a course by a VET student.
13. Academy of Early Learning Training Pty Ltd provides a full refund to all VET students, should there be a need for Academy of Early Learning Training Pty Ltd to cancel a course. In the first instance Academy of Early Learning Training Pty Ltd will (where possible) provide an opportunity for the VET student to attend another scheduled course. If Academy of Early Learning Training Pty Ltd cancels a course, VET students do not have to apply for a refund; Academy of Early Learning Training Pty Ltd will process the refunds automatically.
14. Refunds for cancellation of enrolments and other conditions are granted based on the refunds table in the annex of this policy.



MONITORING AND IMPROVEMENT

Academy of Early Learning Training Pty Ltd's CEO is responsible for ensuring compliance with this policy, and Student Services will process refund requests.

Academy of Early Learning Training Pty Ltd's CEO is responsible for all continuous improvement processes in relation to the fee administration and refund policy and procedure and ensuring all staff, including those from the third-party providers are complying with the provisions of this policy.



Annex

Refunds Table

1. Academy of Early Learning Training Pty Ltd Refunds for enrolments are subject to the following refund formula.
2. "Refund Period" – **14 calendar days** of the enrolment application date

| Refund Type | Description | Notification Requirements | Non-refundable fee | Refund |
|--|---|--|---|---|
| Enrolment cancellation / withdrawal from training within the "refund period" | - For all individual units NOT commenced and - For all individual units commenced | - In writing, within the refund period | CHC30125: \$150 CHC50125: \$250 administration and processing fee | - Full refund less the administration and processing fee - Future payments may be cancelled for students under payment plans |
| Withdrawal from Course beyond the refund period / "Withdrawal outside the refund period" | Withdrawal from Training - for all individual units commenced / attended / completed from within the course | - In writing, any day beyond the "refund period" | CHC30125: \$150 CHC50125: \$250 administration and processing fee | - No refund or - In some cases, upon the discretion of the RTO, the calculated refund less the administration and processing fee |
| RPL / Credit Transfer | Where recognition of prior learning and/or credit transfer has been granted after enrolment | N/A | N/A | No refund |
| Course Cancellation | Cancellation of a course by the RTO (for any reason) | N/A | N/A | Full refund or enrolment to a different qualification |
| Course extension | Extension requested past the enrolled time frame | Complete the course extension request form | \$350 Cert 111 \$600 Diploma for each quarter | N/A |
| Withdrawal – "not of their own accord" | Where training ceased due to RTO closure | N/A | CHC30125: \$150 CHC50125: \$250 administration and processing fee | Full refund or referral to a different service provider |
| Unit extension | Extension requested past the due date. | Email to trainer | \$25 after the first extension is granted, per unit | N/A |



VERSION CONTROL

| Version Control Table | | | | | |
|-----------------------|---|--|---------|------------------------|------------------|
| Date | Summary of Modifications | Modified by | Version | Date of Implementation | Next Review Date |
| 7/01/2025 | Document creation | Academy of Early Learning Training Pty Ltd | v. 1.0 | 7/01/2025 | 06/01/2026 |
| 4/3/2025 | Changes to admin fee | Academy of Early Learning Training Pty Ltd | V1.1 | 4/3/2025 | 4/3/2026 |
| 30/9/2025 | Changes to RTO standards | Academy of Early Learning Training Pty Ltd | V1.2 | 30/9/2025 | 30/9/2026 |
| 16/10/2025 | Post-external audit updates; SRTOs 2025 | Academy of Early Learning Training Pty Ltd | v. 2.0 | 24/02/2026 | 16/10/2026 |

RTO INFORMATION

| RTO INFORMATION | |
|------------------|--|
| Document Name | Fee Administration and Refund Policy v2.0 |
| RTO/Company Name | Academy of Early Learning Training Pty Ltd |
| ABN | 34 670 021 324 |
| RTO Code | #46336 |
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| Manager | CEO |
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