Fees and Refunds

AIBC will only invoice up to $1,500.00 in advance at any time during the delivery of the program and $1,000 prior to course commencement.

Students will be advised of all fees and charges prior to enrolment through the Student Handbook. These fees and charges will be reiterated during the pre-enrolment interview.

Fee-for-service fees

- AIBC charges the following course fees for fee-for-service students:
- An enrolment fee of $250 for qualifications
- Program fees as per the following table

<table>
<thead>
<tr>
<th>Qualification/Unit</th>
<th>Fee (indicative only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC40110 Certificate IV in Building and Construction (Building)</td>
<td>$3,500</td>
</tr>
<tr>
<td>HLTCPR211A Apply CPR</td>
<td>$50</td>
</tr>
<tr>
<td>HLTFA211A Provide basic emergency life support</td>
<td>$140</td>
</tr>
<tr>
<td>HLTFA311A Provide first aid</td>
<td>$250</td>
</tr>
</tbody>
</table>

Students wishing to enroll in individual units of competency will be charged at the rate per topic as specified in the individual course fee and invoicing schedule.

NOTE: Statements of Attainment, Testamurs and Records of Results will not be issued until the relevant course fees have been paid in full.

RPL Fee

RPL will be charged on a fee-for-service basis. RPL is voluntary and is at the request of the student or with their consent.

RPL is charge at a rate of $150 per unit of competency

Replacement Statements of Attainment and Awards

In the event that a student misplaces a Statement of Attainment or Award they should contact the AIBC to request a replacement.

AIBC will charge students an administration fee of $50 for all replacement documentation.
Reassessment

In the event that a student is deemed ‘Not Yet Competent’ at the conclusion of a unit they are entitled to up to two additional attempts without incurring additional costs.

If after a total of three attempts the student remains not yet competent they have the following options available to them:
- Re-enrol in the unit at half price
- Undertake further assessment attempts at the cost of $50 per attempt

Refunds

Fee for service students

Where a student has paid their enrolment fee and course fee installments in full the following refunds will apply:

**Enrolment Fee:**

- Cancellation up to 14 days prior to the course commencement: Full refund
- Cancellation between 7-14 days prior to the course commencement: 50% refund
- Cancellation after 7 days prior to course commencement: No refund

**Course/Unit Fee:**

- Cancellation up to 14 days prior to the unit/module commencement: Full refund
- Cancellation between 7-14 days prior to the unit/module commencement: 75% refund
- Cancellation after 7 days prior to unit/module commencement: 50% refund
- Cancellation after the commencement of the unit/module: No refund

Where AIBC cancels the course

In the unfortunate event that AIBC cancels a course students will have the option to:

1. Transfer to another course
2. Receive a refund of all enrolment and materials fees paid
Invoicing and payments

Upon enrolment, AIBC will invoice you for your enrolment fees, which must be paid prior to course commencement.

Program fees

- Students will be invoiced for each topic (group of units of competency) according to the individual qualification fee and invoicing schedule which is provided at the pre-enrolment interview.
- Payment must be made by the commencement of each topic.
- Certificates and Statements of Attainment will not be issued to a student until payment has been made in full for the completed topic.