

## FEE ADMINISTRATION AND REFUND POLICY

**RELEVANT STANDARD(S):** *Standards for Registered Training Organisations (RTOs) 2015 Standard 5.3, 7.3*

### PURPOSE

**PSAH Training and Recruitment** adheres to the relevant compliance and legislative frameworks such as the Standards for Registered Training Organisations (SRTOs 2015). As such, PSAH Training and Recruitment 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.

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

### POLICY PRINCIPLES

PSAH Training and Recruitment implements fair and reasonable refund practices and transparent and process for fee application and administration. PSAH Training and Recruitment 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 are prominent and accessible to its staff, prospective students, and existing students.
3. it implements and maintains a process for fair and reasonable refund and fees paid; and
4. it provides refunds for fees and charges paid by clients, where training and assessment activities have not been delivered

### Fee Administration Policy Principles

#### *Fee Information*

1. PSAH Training and Recruitment 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. PSAH Training and Recruitment 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, PSAH Training and Recruitment 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 PSAH Training and Recruitment.

### ***Fee Administration***

1. PSAH Training and Recruitment will only charge fees for accredited training in accordance to the fee information published and provided to the prospective student and the Fee Administration and Refund policy.
2. PSAH Training and Recruitment will retain accurate course fee payment, waiver, exemption, or refund record for each student.
3. PSAH Training and Recruitment will require payment prior commencement of training.
4. PSAH Training and Recruitment will apply standard student fees for Fee-for-Service (FFS) students.
5. PSAH Training and Recruitment will allow participant course fees to be paid on behalf of the student by their employer or another third party (if applicable).
6. PSAH Training and Recruitment will maintain arrangements for the protection of any fees paid in advance in accordance with 7.3 of the Standards for RTOs 2015 and the NSW Fee Administration Policy.

### ***Fee Payment Arrangements***

1. PSAH Training and Recruitment ensures that its financial practices promote the protection of fees (paid in advance and exceeding \$1,500.00) made by any student.
2. PSAH Training and Recruitment will only collect upon enrolment a non-refundable enrolment administration fee of 25% of the full course fee payable (non-discounted).
3. Fees must be paid in full before certification will be issued.
4. In the event that PSAH Training and Recruitment offer course/s priced exceeding the threshold amount of \$1,500.00, the RTO will ensure to implement a fee payment plan schedule to ensure it adheres to the accepted fee protection measure to protect fees over the threshold fee amount of \$1,500 as stated in Schedule 6 of the Standards for RTOs. Schedule of the payment plans will be outlined in the student enrolment forms.
5. Suppose payment instalment/arrangements are in place, and payment becomes overdue and remains unpaid for a period in excess of 14 days. In that case, PSAH Training and Recruitment reserves the right to suspend the clients learning or assessments (or both) until all fee payments are up to date.

6. Flexible payment arrangements, such as instalments, credit card, and direct debit, cheques and EFT remittance are acceptable to accommodate the diverse financial situations of clients.

### ***Outstanding Student Fees***

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

### ***Refund Policy Principles***

1. Details of PSAH Training and Recruitment Refund Policy are publicly available to prospective students and employers (if applicable), staff and existing students and employers (if applicable).
2. PSAH Training and Recruitment will make students aware of the refund policy prior enrolment.
3. With regard to all withdrawal of training, PSAH Training and Recruitment will first encourage a client to continue training or provide other options such as enrolling to another course date, prior to processing refund applications.
4. All refund requests made to must be done in writing via the **Refund Request Form**. PSAH Training and Recruitment will only acknowledge, and review requests based on information provided through the form. Exemptions are made to mitigating circumstances, provided there are supporting evidences.
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 PSAH Training and Recruitment, 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 PSAH Training and Recruitment.
7. PSAH Training and Recruitment 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. PSAH Training and Recruitment will process refund requests within 1 week from the day of receipt. The reimbursement procedure may take up to 4 weeks.
9. A non-refundable administration fee of 25% of the full course fee payable (non-discounted), 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. PSAH Training and Recruitment does not provide refund where:
  - a. A client 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 client.
11. PSAH Training and Recruitment may provide consideration for refund for students who have commenced training with the discretion of the CEO/Manager.
12. PSAH Training and Recruitment does not accept liability for loss or damage suffered in the event of withdrawal from a course by a client.
13. PSAH Training and Recruitment provides a full refund to all clients, should there be a need for PSAH Training and Recruitment to cancel a course. In the first instance PSAH Training and Recruitment will (where possible) provide an opportunity for the client to attend another scheduled course. If PSAH Training and Recruitment cancels a course, clients do not have to apply for a refund; PSAH Training and Recruitment 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**

The PSAH Training and Recruitment Administration Coordinator is responsible for ensuring compliance with this policy. The Administration Team of PSAH Training and Recruitment will process refund requests.

**PSAH Training and Recruitment's** CEO and/or Administration Coordinator 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 A

### PSAH Training and Recruitment Refunds Table

1. **PSAH Training and Recruitment** Refunds for enrolments are subject to the following refund formula.
2. "Refund Period" – **7 calendar days prior the commencement 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	25% of the full course fee payable (non-discounted) administration and processing fee	-Full refund less the administration and processing fee -Future payments maybe 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 qualification /Accredited course	-In writing, any day beyond the "refund period"	25% of the full course fee payable (non-discounted) administration and processing fee	-No refund or -In some cases upon the discretion of the company, 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	25% of the full course fee payable (non-discounted) administration and processing fee	-No refund
Course Cancellation	Cancellation of a course by the RTO (for any reason)	N/A	25% of the full course fee payable (non-discounted) administration and processing fee	Full refund <b>or</b> enrolment to a different qualification
Withdrawal – "not of their own accord"	Where training ceased due to RTO closure	N/A	25% of the full course fee payable (non-discounted) administration and processing fee	Full refund or referral to a different service provider

## VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
27/05/2020	Policy Creation	360RTO Solutions	v.1.0	12/05/2021	12/05/2022
23/11/2020	- Fee Payment Arrangements Section (p2) updated - PSAH Training and Recruitment Refunds Table (p5) updated	360RTO Solutions	v.1.1	12/05/2021	12/05/2022
26/05/2022	Update address and version	TROY	v.1.2	26/05/2022	26/05/2023

## RTO INFORMATION

RTO INFORMATION	
Document Name	Fee Administration and Refund Policy v1.2
RTO/Company Name	PSAH Training and Recruitment
RTO Code	45691
Manager	Administration Manager