

## Australian Capital Territory Fee Structure - For Trainees

RTO Code 91429

Recognition First has determined the following Schedule of Fees for 2015. The fees detailed below can be expected to cover all normal training costs. As this is a Government subsidised course students are expected to contribute to their training costs and this amount has been set out by the ACT Government. Fees are calculated at the enrolment of each course and cannot be retrospectively changed or adjusted. Our fees reflect our contractual obligations with the ACT Department of Education and Training and are subject to change at their discretion.

Type of Traineeship	Qualification Level	Administration Fee (Student)	Employer Contribution
New Entrant	Certificate III	\$350.00	\$0.00
	Certificate IV	\$350.00	\$0.00
	Diploma	\$350.00	\$0.00
Existing Worker	Certificate III	\$350.00	\$1000.00
	Certificate IV	\$350.00	\$1000.00
	Diploma	\$350.00	\$2000.00

The definition of an existing worker according to the ACT Department of Education and Training is someone who *“has been employed by this employer more than three months full time or more than 12 months part time / casual equivalent immediately before commencing the Training Contract.”*

Fees are invoiced to trainees in a minimum of two instalments within a twelve month period. Trainees have the option to pay in more instalments by calling the Finance Team on 02 4822 7109 to organise a payment plan or alternatively contact Luke Hartin at [luke@rec1.edu.au](mailto:luke@rec1.edu.au)

If employers choose to pay the enrolment fee for their trainee they have the option of paying the invoice in one payment. This can also be discussed with the Finance Team in Recognition First’s Head Office.

For information on payment options please refer to the *Fees and Refunds Policy Version 2* or alternatively contact the Finance Team.

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### Fee Exemptions

Australian School Based Apprenticeships (ASBA) students are exempt from paying fees.

If you hold a current health care card, pension card (examples below) or you can prove genuine hardship you may also be eligible for fee exemption.



### Related Legislation and Standards:

- Standards for NVR Registered Organisations 2012

### Related Documents:

- Fees and Refunds Policy Version 4