



Schedule of fees and charges

As a registered training organisation, we follow the Standards for Registered Training Organisations 2015 set out by ASQA (Australian Skills Quality Authority).

Payment:

Once a booking has been confirmed, we require a 50% deposit of the course fee to secure enrolment. The remaining 50 % of the course fee is payable the day before the SafeWork NSW Assessment or in the case of non-high risk work licence tickets, on the commencement of the course. Companies can arrange 14 day or 30-day payment terms.

An invoice will be issued via email. We accept EFT (electronic funds transfer), cash, as well as credit card payments via a STRIPE online facility (link will be on the invoice). Please note that a 1.75 % surcharge applies.

Please note that GST is not applied to training courses.

Refunds:

If Withdrawal is more than 3 working days before the course is due to begin: full refund of course fees paid.

If withdrawing less than 3 working days before the course is due to begin: 50 % of the deposit or 25 % of course fee will be payable. We can defer your course date enrolment.

No refunds will be provided for non-attendance. You may nominate another participant to take your place and transfer your enrolment. If there are significant circumstances that led to your withdrawal, this will be taken into consideration by our CEO.

Please notify us in writing (email) that you are requesting a refund. When Refunds are approved, the refund payment will be repaid to you via Electronic Funds transfer (EFT). Refunds will be processed in 10 working days.

(Please see our Financial Management Policy in the student handbook for full details)

Our promise to you:

We have a responsibility to protect the fees paid to us by our students. Student deposits, which will not exceed payments of more than \$1500 for each student, will initially be paid into a holding account of TCLM Pty Ltd. This fee protection system complies with the national standards put in place to limit the amount paid by a student before services have been delivered.

Should the institution be unable to deliver the course as advertised, where possible the student will be given the option of transferring remaining course fees to another course. If this cannot be provided or the student chooses against this option, a full refund will be given for the part of the course the institution is unable to deliver. We are responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered to you and for the issuance of certificates. All our policies and procedures are outlined in the Student Handbook available on the website.

Changes to our terms and conditions:

We reserve the right to change the conditions of the students enrolment at any time. If changes are made that effect the students enrolment, 28 days' notice prior to changes taking effect will be given.

TCT courses

All course fees include training and assessment

Course code:	Course name:	Day course Fees:	Evening course Fees:
TLILIC0013	Licence to operate a slewing mobile crane (up to 60 tonnes)	\$1800	\$2100
CPCCLTC4001A	Licence to operate a tower crane	\$2200	\$2500
CPCCLTC4002A	Licence to operate a self-erecting tower crane	\$2200	\$2500
CPCCLDG3001A	Licence to perform dogging	\$1400	\$1700
CPCCLHS3001A	Licence to operate a personnel and materials hoist	\$800	\$1100
RIIWH5204E	Work Safely at Heights	\$250	Not available

Combination courses:

Dogging and Crane operator courses are \$3300. Discount of \$300 is applied to the 2nd course in a combined booking. We require a 50 % deposit on the first course only.

Re-Assessment fee:

\$150 may be charged if competency is not achieved. Please see Pre-Assessment and Assessment day info document for more details.

Evening courses:

No discount is available on an evening course. However, we can offer a discount if you book a day course in combination with an evening course.

Re-issuing a certificate:

\$30 (includes GST) will be charged for re-issuing a Statement of Attainment certificate.

Additional info:

NO GST is charged for training courses.

All fees must be paid in full before students can be issued with their statement of attainments.

No charge is required where a student requests a copy of their student records.