

RTO Fee Policy

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Authorised by: RTO Manager



1. Purpose

This policy applies to fees collected from clients for all training delivered through Four Wheel Drive Victoria of accredited and non-accredited courses. Clients being, company bookings and public individuals (participants).

2. Compliance Referencing

Standards for RTOs 2015; Standard 7

3. Scope

All nationally recognised training on our Scope of Registration and non-accredited training.

4. Procedure

- Participants/clients are advised via a written quote of all fees required for the course prior to enrolment. This includes the enrolment fee, resources and any additional costs relating to the delivery of training (catering, accommodation, travel, etc). The written quote also contains information relating to payment terms. At this point, a participant's eligibility for funded enrolment is determined and this is factored into the quote.
- When collecting fees from individuals, Four Wheel Drive Victoria does not collect prepaid fees of more than \$1500.00. Invoices have the option to be paid off under negotiated agreement.
- In order for a participant to be invoiced, a completed Enrolment Form must be completed accompanied with copies of selected identification.
- Participants can obtain a copy of FWDV's Refund Policy via the website or by contacting a staff member
- All fees must be paid in full before a participant receives their Statement of Attainment.
- For one-off certificate or statement of attainment replacement requests, a fee of \$10 will be charged.

5. Fee Schedule

FWDV's fee rates can be found on the website per course.

6. Related Documents

Refund Policy

RTO Enrolment Procedure

RTO Pre-Enrolment Information Handbook

RTO Participant Fees

www.4wdvictoria.org.au