

FEES AND CHARGES FOR GOVERNMENT FUNDED TRAINING INCLUDING JOB TRAINER

Qualification Information				Victorian Government Subsidised Students Tuition at \$0.15 P/SCH		
Code	Title	Nom Hours	Approx. Gov contribution	Tuition	Admin	Total Fees
CHC43215	Certificate IV in Alcohol and Other Drugs	1433	\$14,330.00	\$215.00 (Conc) \$43.00	\$75.00	\$292.00 (Conc) \$118.00
	<b>Job Trainer Initiative</b>			\$0.00	\$75.00	\$75.00
CHC53215	Diploma of Alcohol and Other Drugs *Concession: Only for self-identifying Aboriginal and or Torres Strait Islander people (20% of tuition rate)	1483	\$8,898.00	\$222.00 (Conc) \$44.00	\$75.00	\$297.00 (Conc) \$119.00
	<b>Diploma by Job Trainer Initiative</b>			\$0.00	\$75.00	\$75.00
CHCSS00093	Alcohol and Other Drugs Skill Set (Release 1) <b>Government subsidy applies without upskilling requirement</b>	360	\$3,240.00	\$54.00	\$75.00	\$129.00
	<b>AOD Skill Set by Job Trainer initiative</b>			\$0.00	\$75.00	\$75.00
22510VIC	Course in Identifying and Responding to Family Violence Risk <b>Government subsidy applies without upskilling requirement</b> <b>Offered after July 2022</b>	50	\$450.00	\$8.00	\$75.00	\$83.00
22510VIC	<b>Course in Identifying and Responding to Family Violence Risk</b> <b>Job Trainer Initiative</b>	50	\$450.00	\$0.00	\$75.00	\$75.00
<p>Fees quoted above are indicative only and apply to all enrolments from 1 January, 2022. Fees may change dependent upon individual circumstances at the time of enrolment. Concession rates are at (20% of tuition rate). Fee waivers apply to JobTrainer tuition fees. Administration fees are non-refundable. 22510VIC is classed as a Skill Set. Job Trainer enrolments may undertake up to two skill sets in a year.</p> <p><a href="#">Go to page 2 for Full fee-paying rates.</a> <a href="#">Go to page 3 for fees and charges for single unit enrolments.</a> <a href="#">Go to pages 4 and 5 for other information about concessions, waivers, refunds and payment plans</a></p>						
<b>Other Fees applicable</b>						
Re-issue of Certificates/Statements of Attainment						\$30.00
Re- assessment: Applicable to assessments required after three (3) unsuccessful attempts within the original training arrangement. Includes observational assessment of practical skills.						\$95.00

### FULL FEE-PAYING RATES ALL COURSES

Qualification Information			Full fee paying		
Code	Title	Nom Hours	Tuition	Admin	Total
CHC43215	Certificate IV in Alcohol and Other Drugs	1433	\$5,030.00	\$75.00	\$5105.00 **\$4602.00 (Disc)
CHC53215	Diploma of Alcohol and Other Drugs	1483	\$6,875.00	\$75.00	\$6950.00 **\$6262.00 (Disc)
CHCSS00093	Alcohol and Other Drugs Skill Set (Release 1)	360	\$1,400.00	\$75.00	\$1475.00
CHCSS00111	Gambling Skill Set	130	\$700.00	\$75.00	\$775.00
CHCSS00092	Alcohol and Other Drugs Co-Existing Needs Skill Set (Release 1) Available after July 2022	315	\$1,325.00	\$75.00	\$1400.00
22510VIC	Course in Identifying and Responding to Family Violence Risk (available after July 2022)	50	\$550.00	\$75.00	\$625.00
<p>Discounts may apply to those who are eligible for concessions where indicated. <a href="#">Refer to Page 1 for government funded rates.</a> <a href="#">Refer to pages 4 and 5 for information about concessions and waivers, refunds and payment plans.</a></p>					
<b>Other Fees applicable</b>					
Re-issue of Certificates/Statements of Attainment					\$30.00
Re- assessment: Applicable to assessments required after three (3) unsuccessful attempts within the original training arrangement. Includes observational assessment of practical skills.					\$95.00

### FULL FEE-PAYING RATES – SINGLE OR GROUPS OF UNITS

This listing shows the full fee-paying rate for enrolments in single or groups of units training and assessment services including recognition of prior learning (RPL); and is distinct from full course or skill set enrolment rates. A non-refundable administration fee of \$75 applies to each enrolment. Current as at 1 January 2022.

UNIT CODE	UNIT TITLE	SCH	FEE
CHCAOD001	Work in an alcohol and other drugs context	80	310.00
CHCLEG001	Work legally and ethically	55	210.00
CHCAOD002	Work with clients who are intoxicated	50	195.00
CHCAOD003	Provide needle and syringe services	50	195.00
CHCAOD004	Assess needs of clients with alcohol and other drugs	135	525.00
CHCAOD005	Provide alcohol and other drugs withdrawal services	150	585.00
CHCAOD006	Provide interventions for people with alcohol and other drugs issues	70	270.00
CHCAOD007	Develop strategies for alcohol and other drugs relapse prevention and management	55	220.00
CHCAOD008	Provide advanced interventions to meet the needs of clients with alcohol and other drugs issues	90	360.00
CHCAOD009	Develop and review individual alcohol and other drugs treatment plans	75	290.00
CHCADV005	Provide systems advocacy services	90	360.00
CHCCCS003	Increase the safety of individuals at risk of suicide	110	420.00
CHCCCS014	Provide brief interventions	75	290.00
CHCCCS004	Assess co-existing needs	80	310.00
CHCCOM002	Use communication to build relationships	55	210.00
CHCCOM006	Establish and manage client relationships	35	150.00
CHCDIV001	Work with diverse people	40	150.00
CHCGMB001	Assess the needs of clients with problem gambling issues	60	290.00
CHCGMB002	Provide counselling for clients with problem gambling issues	70	290.00
CHCMHS001	Work with people with mental health issues	80	310.00
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	90	360.00
CHCMHS007	Work effectively in trauma informed care	40	150.00
CHCMHS013	Implement trauma informed care	80	320.00
CHCPRP001	Develop and maintain networks and collaborative partnerships	80	310.00
CHCPRP002	Collaborate in professional practice	40	150.00
CHCPRP003	Reflect on and improve own professional practice	120	475.00
CHCPOL003	Research and apply evidence to practice	65	260.00

### OTHER INFORMATION

The following pages describe and explain:

1. Fees and charges levied by Odyssey Institute
2. Payment methods
3. Our refunds policy; and
4. Information about Payment Plans

### 1. Explanation of Fees and Charges

Tuition fee	Covers cost of training based upon the stated rate/s. A full fee-paying rate applies to those who are not eligible for government subsidised training (indicated in final column of table) The tuition fee for those eligible for government subsidised training is based upon \$0.15 per student contact hour.
Fee waivers	Fee waivers and exemptions will be applied to: <ul style="list-style-type: none"> <li>• Individuals from the Judy Lazarus Transition Centre, upon provision of written confirmation from the Centre.</li> <li>• Individuals who are required to undertake the courses pursuant to a community-based order made under the Children, Youth and Families Act, 2005 – requires provision of written confirmation from the relevant Youth Justice Unit of Department of Justice and Regulation.</li> <li>• Individuals referred to Odyssey for training with a validly endorsed referral from Department of Health and Human Services (DHHS), Department of Justice and Regulation (D J&amp;R), or an agency that is contracted to the DHHS, or DJ &amp; R.</li> <li>• Asylum Seeker VET Program – evidenced by referral from Asylum Seeker Resource Centre (ASRC); or ASRC and Red Cross Victims of Human Trafficking Program; and</li> <li>• <b>All enrolments under the JobTrainer Initiative (Odyssey charges a non-refundable administration fee to all enrolments).</b></li> </ul>
Administration fee	For administrative costs in processing enrolments, maintaining systems etc. Technical support for utilising online technology and systems
Materials	No set material fees apply at this time as all materials are accessible from the student learning system. Students may download materials and print them at their own expense.
Eligibility Exemptions	Odyssey has a limited number of places available to those seeking eligibility exemptions

### 2. Concessions

Concession rates are based upon 20% of the tuition rate and apply to:

- all individuals who self-identify as being of Aboriginal and or Torres Strait Islander descent
- Job seekers; and
- all those who are eligible for government subsidised training and who are holders of a current and valid Health Care Card; Pensioner Concession Card, or Veterans, Gold Card, or an alternative card or concession eligibility criterion approved by the Minister for the purposes of Government subsidised training.
- Concessions also apply to a dependant spouse or dependent child of a card holder. Odyssey House will retain evidence of the currency of valid cards for audit purposes.

**Concession rates for the Diploma of alcohol and Other Drugs apply only to students who self-identify as being of Aboriginal and or Torres Strait Islander descent**

Full fee-paying students who hold a current/valid concession card, will be offered a 10% discount on full fee rates. Evidence of eligibility required.

#### Fee waivers

For those enrolling under government subsidy fee waivers apply to those seeking to enrol under the JobTrainer Initiative.

### 3. Payment of Fees

Students enrolled under government subsidised training must pay fees in full within 14 days of enrolling or have negotiated a satisfactory payment plan.

### 4. Payment Plans and Conditions

- Students may be eligible to apply for a payment plan for the tuition and administration components of their fees only for fees exceeding \$300.
- All full fee-paying students are required to pay a 15% deposit upon completion of the enrolment
- Payment plans may be discussed with the Student Coordinator and must be agreed before the commencement of their course.
- A maximum duration for a payment plan will be set according to the amount of fees due; and prior to the end date of the course they are enrolling in.
- Payments may be made via Direct Debit or EFTPOS (via the phone) as determined by negotiation with student administration and approved by the RTO Manager

### 5. Refunds

Odyssey has a fair and reasonable refund policy. Students have access to the Fees, Charges and Refunds Policy via the Odyssey Institute website and through the Odyssey RTO Student Handbook.

Students will have the right to obtain a refund for services not provided by Odyssey in the event that the:

- Arrangement is terminated early
- Odyssey fails to provide the agreed services
- In circumstances where the RTO cancels a course or is forced to close, a full refund of fees paid in advance will be made less the Administration Fee.

Withdrawals or enrolment cancellations prior to the course start date will result in a refund of the tuition fee. The \$75 administration fee is non-refundable.

Withdrawals within the first four (4) weeks of the course start date will be considered by the RTO Manager. The RTO Manager will consider whether there has been engagement in learning and/or assessment or via collaboration with the trainer/assessor. Refunds will only apply to the tuition fees paid. The \$75 administration fee is non-refundable.

Refunds due will be paid within one month of notification of the participant's withdrawal and paid into the same account as the fees were paid from.

Students are to notify Student Administration via [studentadmin@odyssey.org.au](mailto:studentadmin@odyssey.org.au) or by phoning 03 8537 7112 of withdrawal or enrolment cancellation.

### 6. Failure to pay fees

Failure to pay all fees due will result in:

- Withdrawal from a program; and or
- Withholding certificates/statement of attainment until full fees are paid.

### 7. Does not apply to....

This statement of fees and refunds guidelines does not apply to participants in the Drink or Drug Driver Behaviour Change Programs. A separate policy and procedure exists and is published for these clients.