

Qualification Information					Victorian Government Subsidised Students Tuition at \$0.20 P/SCH				Full fee paying			
Code	Title	Conc/Non-Con	Nom Hours	Approx. Gov contribution	Tuition	Admin	Materials	Total	Tuition	Admin	Materials	Total
CHC43215	Certificate IV in Alcohol and Other Drugs	Non-Conc	1293	\$12, 930.00	\$382.00	\$75.00	0.00	\$457.50	\$4640.00	\$75.00	0.00	\$4715.00 **\$4243.50 (Disc)
		Conc (20% of tuition rate)			\$76.40	\$75.00	0.00	\$151.40				
CHC53215	Diploma of Alcohol and Other Drugs	Non-Conc	1563	\$ 8538.00	\$463.00	\$75.00	0.00	\$558.00	\$6080.00	\$75.00	0.00	\$6165.00 **\$5548.50 (Disc)
		<b>Concession: Only for self-identifying Aboriginal and or Torres Strait Islanders (20% of tuition rate)</b>			<b>\$92.60</b>	<b>\$75.00</b>	<b>0.00</b>	<b>\$167.60</b>				
CHCSS00093	Alcohol and Other Drugs Skill Set	Full fee paying only	360	n/a	n/a	n/a	0.00	n/a	\$1400.00	\$75.00	0.00	\$1475.00
CHCSS00111	Gambling Skill Set	Full fee paying only	135	n/a	n/a	n/a	0.00	n/a	\$700.00	\$75.00	0.00	\$775.00
10524NAT	Course in Working with Clients with Amphetamine-Type Stimulant Issues	Full fee paying & Online only	40	n/a	n/a	n/a	0.00	n/a	\$700.00	\$75.00	0.00	\$775.00

**Please Note:**

- \*\* The 10524NAT Course in working with clients with amphetamine type stimulant issues expires on 31 December 2019.
- \*\* The student tuition fees published are subject to change given individual circumstances at enrolment
- \*\* Refer to the Student Handbook for our Refund Policy
- \*\* 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.
- \*\* For those enrolling under government subsidy fee waivers may apply.

**Other Fees applicable**

Item	Cost
Re-issue of Certificates/Statements of Attainment	\$75.00
Re- assessment: Applicable to assessments required after two (2) unsuccessful attempts within the original training arrangement. Includes observational assessment of practical skills.	\$95.00

### 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 \$0.30 per student contact hour.
Concession	Concession rates apply to 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 are based upon 20% of the tuition rate and are applied to: <ul style="list-style-type: none"> <li>• all individuals who self-identify as being of Aboriginal and or Torres Strait Islander descent.</li> <li>• Job seekers who are referred Job Seekers.</li> </ul>
Fee waivers and exemptions	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>As otherwise determined by Odyssey House Victoria in its role as provider of programs listed as priority courses by the Victorian Department of Education and Training.</b></li> </ul>
Administration fee	For administrative costs in maintaining systems etc. Technical support for utilising online technology and systems
Materials	Materials fees will be advised if applicable. No set material fees apply at this time as all materials are accessible online. In instances where students prefer to have hardcopy materials of more than 10 pages then these will need to be provided by an external agency at students' own cost.

### Payment of Fees

Students must pay fees in full within 14 days of enrolling or have negotiated a satisfactory payment plan.

### 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.

- Payment plans may be discussed with the Student Coordinator and must be agreed before the commencement of their course.
- A minimum of 10% of the tuition and administration fees is to be paid at the time of enrolment
- A maximum period of time for a payment plan will be set according to the amount of fees due.
- Payments may be made via BPay, Direct Debit or EFTPOS (phone) as determined by negotiation with student administration and approved by the RTO Manager

### Refunds

Odyssey has a fair and reasonable refund policy. Students will have access to the Fees Charges and Refunds Policy via the Odyssey House website and through the Odyssey RTO Student Manual.

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

- Arrangement is terminated early, or
- 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

Students will only receive a refund upon submission or advice of formal withdrawal by them to Student Administration via [studentadmin@odyssey.org.au](mailto:studentadmin@odyssey.org.au) or by phoning 03 8537 7112.

Where fees are paid in advance, students/participants who withdraw from a course of study prior to the agreed start date (as shown on their agreed training plan) will receive a full refund of fees paid, less a \$75 administration charge.

Withdrawals within the first four (4) weeks of a course start date shown on their agreed training plan will receive a full refund of fees paid in advance less the \$75 administration fee.

Withdrawal after this timeframe result in forfeiture of any fees paid in advance unless exceptional circumstances exist. These may include serious illness etc, which must be demonstrated by supporting evidence to the RTO's satisfaction.

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.

### 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.

### 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.