



Schedule of Fees and Charges

Urban Training Academy Australia is a Registered Training Organisation (RTO Number: 41141) and operates in accordance with applicable legislation and the Standards for NVR Registered Training Organisations. Urban Training Academy is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services. We review our fees schedule regularly and endeavour to keep the cost of training down.

When and how do I pay?

Fees are payable when you receive your confirmation of enrolment and invoice for the enrolment fee. Fees must be paid in full within 5 days of receiving this notification from Urban Training Academy. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or over the phone credit card payment.

Can I get a refund?

Yes - If you give notice to cancel your enrolment more than 7 days prior to the commencement of a program you will be entitled to a full (100%) refund of fees paid.

If you give notice to cancel your enrolment less than 7 days prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Urban Training Academy is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

Urban Training Academy reserves the right to make changes to the enrolment terms and conditions at anytime. Where changes are made to these terms and conditions, students who are currently enrolled with Urban Training Academy will be informed of these changes 7 days prior to their taking effect.

How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

Are my fees protected in case I need a refund?

Yes - Urban Training Academy has a responsibility to protect the fees paid by students. To meet this need, Urban Training Academy will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course.

Do I pay GST in my tuition fees?

No - Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

Our guarantee

If for any reason Urban Training Academy is unable to fulfil its service agreement with a student, Urban Training Academy will refund the total fees paid by the student for any services not yet delivered. Urban Training Academy is committed to deliver quality training and assessment and will work with students who require individual assistance to successfully complete the training program.



Please refer to the Student Handbook for further information on all student rights and obligations.

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Training Programs

CPP20212 Certificate II in Security Operations 1A/C (11 Days)	\$695
\$695 is to be paid in full within 5 days of receiving the course confirmation.	
CPP20212 Certificate II in Security Operations and HLTAID003 Provide First Aid including CPR (12 Days)	\$745
\$745 is to be paid in full within 5 days of receiving the course confirmation.	
HLTAID003 Provide First Aid including CPR	\$105
\$105 is to be paid in full within 5 days of receiving the course confirmation.	
CPP20212 Conversion Course	\$295
\$295 is to be paid in full within 5 days of receiving the course confirmation.	
HLTCPR211A Perform CPR	\$55
\$55 is to be paid in full within 5 days of receiving the course confirmation.	
SITHFAB002 Provide Responsible service of alcohol (RSA)	\$110
\$110 is to be paid in full within 5 days of receiving the course confirmation.	

Note.

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are the same as the fee listed above for completing the listed course.
- Urban Training Academy payment terms are within 5days of the enrolment confirmation. An invoice for the entire course amount will be sent to you are within 5days of your enrolment.

Miscellaneous Charges

Re-issuing a certificate, qualification or statement of attainment	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$55.00 (Incl. GST)
Late date change fee (within 24hrs of course start time)	\$25.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)
Note: Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.	