



Schedule of Fees and Charges

Mediation Institute Pty Ltd (Mi) is a specialist training provider delivering non-accredited and accredited training partnership with Inspiritive Pty Ltd. Inspiritive is a Registered Training Organisation (RTO Code: 21178). Accredited training is delivered in accordance with legislation and the Standards for Registered Training Organisations 2015. Mi charges fees for services provided to students undertaking study with Mi. Fees include course materials, administrative and RTO support, student services and training and assessment services.

When and how do I pay?

Non-accredited training can be paid in advance. Fees for Nationally Accredited training are payable when your enrolment confirmation and invoice are received. Fees must be paid in accordance with an invoice from Mi within five (5) days to avoid delaying your commencement of studies. We may cancel an enrolment or discontinue training if fees are not paid. Payment methods include direct deposit or direct debit from a debit or credit card.

Can I get a refund?

Yes - If you give notice to cancel your enrolment 21 days or more prior to the commencement of a program you will be entitled to a full (100%) refund.

If you give notice to cancel your enrolment between 21 business days prior to the commencement of a program you will be entitled to a 50% refund of fees paid. The amount retained by Mi 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 Directors if there is extenuating or significant personal circumstance that led to your withdrawal.

If we are unable to deliver your training, you will be offered the option to transfer or receive a pro rata refund.

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 – we have a responsibility to protect the fees paid by students. To meet this need, Mi will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. This fee protection arrangement complies with national standards designed to limit the amount paid by a student's in advance of services being delivered.

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.

Changes to terms and conditions

Mi and/or Inspiritive reserve the right to amend the conditions of the student's enrolment at any time. If amendments are made that effect the student's enrolment the student will be informed 7 days prior to changes taking effect.

Responsibility for training quality

Inspiritive is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

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



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Course Offerings

CHC81115 – Graduate Diploma of Family Dispute Resolution	\$12,000
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$1,500 – 2nd and subsequent payments – Due monthly. Payment plans of up to 11 monthly payments are available. <p>Notes regarding individual units, inclusion of work placement and RPL:</p> <ul style="list-style-type: none"> – Core units only (6 units) course including work placement - \$9,000 – Course fee with student providing their own work placement - \$10,000 – Core unit only (6 units) course with the student providing their own work placement - \$7,000 – Work placement for students of other training providers \$60 per hour – RPL Fee of \$300 per unit plus \$300 per hour for any additional time beyond 2 hours per RPL application. 	
NMAS Mediator Accreditation Course	\$2,555*
<ul style="list-style-type: none"> – 1st Payment – Enrolment confirmation: \$1,500 – 2nd Payment – in 30 days or before final assessment (whichever is sooner) \$1,005 <p>Notes regarding NMAS Accreditation</p> <ul style="list-style-type: none"> - NMAS Accreditation with Mediation Institute is \$320 for 2 years including MSB Accreditation fee. Eligibility conditions apply. 	
BSB42615 – Certificate IV in New Small Business	\$6,000.00
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$1,500 – 2nd and subsequent payments – Due monthly Payment plans of up to 11 monthly payments are available. <p>Notes regarding individual units and RPL:</p> <ul style="list-style-type: none"> - Individual units are available at a per unit rate between \$600 - \$1,000 per unit. See course brochure for more information about the individual units available. - RPL Fee of \$300 per unit plus \$300 per hour for any additional time beyond 2 hours per RPL application. 	
CHC42015 – Certificate IV in Community Services	\$5,000.00
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$1,500 – 2nd and subsequent payments – Due monthly Payment plans of up to 11 monthly payments are available. A <p>Notes regarding individual units and RPL:</p> <ul style="list-style-type: none"> - Individual units are available at a per unit rate between \$600 - \$1,000 per unit. See course brochure for more information about the individual units available. - RPL Fee of \$300 per unit plus \$300 per hour for any additional time beyond 2 hours per RPL application. 	



BSB51915 – Diploma of Leadership and Management	\$8,000
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$1,500 – 2nd and subsequent payments – Due monthly Payment plans of up to 11 monthly payments are available. <p>Notes regarding individual units and RPL:</p> <ul style="list-style-type: none"> - Individual units are available at a per unit rate between \$600 - \$1,000 per unit. See course brochure for more information about the individual units available. - RPL Fee of \$300 per unit plus \$300 per hour for any additional time beyond 2 hours per RPL application. 	
MARC019 - Transmit and receive information by marine VHF radio within Australian Territorial Waters.	\$199
<ul style="list-style-type: none"> – Payment in full is required prior to Enrolment confirmation: \$199 <p>Notes regarding RPL:</p> <ul style="list-style-type: none"> - RPL Fee (Assessment Only) is \$199 	
MARC020 - Transmit and receive information by marine radio	\$249
<ul style="list-style-type: none"> – Payment in full is required prior to Enrolment confirmation: \$249 – This unit is equivalent to the MARSS00010 - Marine Radio Operator's VHF and HF Skill Set. This Skill Set reflects the skills required by Masters of commercial vessels who use marine radio and telephone equipment to transmit and receive information to and from ship to ship and ship to shore. <p>Notes regarding individual units and RPL:</p> <ul style="list-style-type: none"> - RPL Fee (Assessment Only) is \$249 	

Notes.

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are identified above for completing an individual unit of competency. The initial application/enrolment fee for RPL into the above qualifications is \$1,500 with the balance of the fee due at the completion of the RPL assessment process before any AQF certificate is issued.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.
- All fees must be paid in full before students can be issued with any AQF Certificate relating to their achievements
- Student should refer to the course brochure to identify the units / clusters within each course



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Other fees and charges

Item	Cost
Copy Fee. Required where a student requests a photocopy of their student record	\$10 (Incl. GST)
Re-issuing a certificate, qualification or statement of attainment	\$33 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$95 (Incl. GST)
Re-assessment fee (NMAS if a second re-assessment is required)	\$330 (GST exempt)
Note: For VET Training 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.	