

**Smart and Skilled – This training is subsidised by the NSW Government**

Smart and Skilled training fees vary according to the type of training being undertaken and in accordance with the NSW Smart and Skilled Fee Administration policy. You can view a copy of this policy at:

[https://www.training.nsw.gov.au/forms\\_documents/smartandskilled/contract/fee\\_administration\\_policy\\_2018.pdf](https://www.training.nsw.gov.au/forms_documents/smartandskilled/contract/fee_administration_policy_2018.pdf)

Fees are charged on a per qualification basis. Additional fees may apply if:

- you need to extend your training beyond the agreed completion date;
- you need more than 2 attempts to complete a unit of competency ;
- you need additional training or workplace visits from the trainer over what is documented in Training Plan;
- you need a certificate or transcript reissued; or
- you request additional specialised equipment to complete the course. ( for example hard copy textbook when the course materials are online ).

Smart and Skilled fees for subsidised training are subject to change by NSW State Training Services.

Any additional fees will be discussed with you beforehand.

**RPL and Credit transfer**

If you are granted either recognition of prior learning (RPL) or credit transfer (CT) for one or more units of competency a new student fee will be calculated. This new fee will be calculated using the Smart and Skilled Provider fee calculator. You will be notified if there is a fee change.

**Financial Hardship**

JobQuest has a financial assistance service for those students who are experiencing financial hardship. If you are unable to pay your fee you should contact the Training and Operations Manager at JobQuest who will provide you with further information about this service.

**Smart and Skilled Fee Free Scholarships**

The NSW Government provides scholarships to individuals who meet the required eligibility. These scholarships are for individuals who meet the Out-of Home Care definition, reside in NSW Social Housing or who have experienced or are experiencing domestic and family violence. Specific eligibility definitions are found in the SAS Fee Admin Policy.

[https://www.training.nsw.gov.au/forms\\_documents/smartandskilled/contract/fee\\_administration\\_policy\\_2018.pdf](https://www.training.nsw.gov.au/forms_documents/smartandskilled/contract/fee_administration_policy_2018.pdf)

**Fee Collection**

When you enrol in a Smart and Skilled Subsidised course with JobQuest you will be required to pay a fee. The current fees for subsidised training programs are outlined in the fee table on the following pages.

Training will not commence until:

1. the enrolment has been completed;
2. a Unique Student Identifier number has been supplied; and
3. the commencement/enrolment fee has been received by JobQuest.

**Protection of Fees Paid in Advance**

- Fees paid in advance are those fees collected prior to course commencement
- JobQuest will not collect fees in advance in excess of \$1,000
- Students will be offered a payment plan where appropriate
- Administration / enrolment fees are non-refundable

### Recovering outstanding fees

Payment of fees by the due date is a condition of your enrolment. Failure to pay all fees owing may result in :

- Cancellation of your enrolment;
- Withholding of results, certificate or statement of attainment; and
- Implementation of JobQuest accounts receivable \*policy.

\*If you do not pay fees owing by the due date, you may be provided with a limited extended time arrangement and/or a payment plan in order to pay the debt.

\*If you do not comply with any debt payment arrangement or plan negotiated with JobQuest, your debt may be handed to a collection agency. If this occurs, you will also need to pay the collection fee.

### Refunds

JobQuest will make refunds in the following circumstances upon written request to the Training Coordinator

- Overpayment of any tuition/administration fee;
- The course is cancelled by JobQuest and the enrolment cannot be transferred to another JobQuest course or study period;
- The student advises JobQuest in writing, prior to the training commencement date which is also the withdrawal without penalty date, that they are withdrawing

The cut-off date with penalty will be as follows:

For work-based students – the issue of training materials;

For classroom based students – the first classroom session after enrolment.

Prior to these cut-off dates no refund will apply;

- If a student does not complete a Smart and Skilled NSW Subsidised qualification at a certain level but has completed all the requirements of a qualification at a lower level with lower level fees JobQuest will refund the difference.
- A student has applied for a deferral and been approved

### Further Information

#### JobQuest:

Email: [mail@jobquest.org.au](mailto:mail@jobquest.org.au)

Visit: <https://www.jobquest.org.au>

4960 9024

#### Training Services NSW

Visit: <https://smartandskilled.nsw.gov.au/>

1300 772 104

JobQuest is the registered trading name of Penrith Skills for Jobs  
RTO 90187

2019 Smart and Skilled Qualification	Traineeship Fees	Entitlement Full Qualification Fees		Concession Fees	ATSI Students Students with a disability Fee Free Scholarship
FSK10113 Certificate I in Access to Vocational Pathways		\$0		\$0	\$0
FSK10213 Certificate I in Skills for Vocational Pathways		\$0		\$0	\$0
FSK20213 Certificate II in Skills for Work and Vocational Pathways		\$0		\$0	\$0
<b>Certificate II Qualifications</b>		First Qual	Further Qual		
BSB20115 Certificate II in Business	\$870	\$880	\$1050	\$160	\$0
CHC22015 Certificate II in Community Services	\$820	\$830	\$990	\$160	\$0
<b>Certificate III Qualifications</b>		First Qual	Further Qual		
BSB30115 Certificate III in Business	\$1000	\$1320	\$1580	\$240	\$0
CHC32015 Certificate III in Community Services	\$1000	\$1450	\$1750	\$240	\$0
<b>Certificate IV Qualifications</b>		First Qual	Further Qual		
BSB40215 Certificate IV in Business	\$1000	\$1580	\$1850	\$240	\$0

#### Part Qualification funded under Smart and Skilled

There are no fees for these programs

Additional Services	Fees
Additional training to extend your training program beyond the agreed completion date	As per quote for supply of service depending on need
Re- assessment (2 attempts per unit / cluster included)	As per quote for supply of service depending on need
Additional tutorial support or workplace visits from the trainer	As per quote for supply of service depending on need
Reissue of Certificate or Statement of Attainment	\$100
Additional resources	As per quote for supply of resources depending on need

Fee Payment Schedule				
Fee payable	Number of payments	Commencement	After 6 months	Completion (prior to issue of certificate or SOA)
Less than \$1000	1	100%	0	Any balance outstanding
Between \$1000 and \$2000	2	50%	50%	Any balance outstanding
\$2000 - \$2500	3	\$1000	50% of balance remaining	Any balance outstanding