

Dear Student Name: _____

In order to make an informed decision about your course, please see below the relevant information. Should you have any further questions, please contact one of our training advisors.

Qualification Code & Title	BSB30120 – Certificate III in Business					
Qualification Status	Current	Release No:	2	Release Date:	25/01/2022	
RTO	Vocational Training Australia trading as National Institute of Training. TOID: 90804					
Entry Requirements	There are no formal entry requirements however students will need to be at least 15 years of age.					
Delivery Locations <i>Tick ONE option & Write Location if Other</i>	☐ Maddington ☐ Mirrabooka ☐ Other _____ ☐ Mandurah					
Practical Placement	There are no practical placement requirements for this qualification.					
Course Fees	You MUST tick the applicable option to you. ☐ Private – Full Fee Paying \$1499.00 (Includes a non-refundable deposit of \$400.00)					
<i>This qualification is delivered in conjunction with funding from the WA Government as part of the Jobs and Skills initiative.</i> OR WA Government Funded Jobs and Skills Initiative Course Fee Options Category 3– General Total Nominal Hours (NH): 500 Hours		Fee Type	Fee Rate (per NH)	Annual Cap	Total Fees Payable (Fee Rate x Total NH)	Tick ONE Option
	Concession Student – PCC	D	\$1.47	N/A	\$735	
	Concession Student – HCC	N	\$1.47	N/A	\$735	
	*Secondary School Aged/Y12 students <i>(not enrolled in School)</i> DOB range (1/07/07-30/06/08) <i>Note: If you fall under this category, you will be invoiced again at the relevant rate that applies when you are no longer of secondary school age.</i>	L	\$1.47	\$420	\$420	
	Student in State Government Care <i>(Dept of Communities only)</i>	C	\$0	N/A	\$0	
	Non-Concession Youth 17-24 years	Z	\$4.88	N/A	\$2440	
	Non-Concession 25 years +	Z	\$4.88	N/A	\$2440	
	Full Fee Waiver <i>Financial Hardship</i>	V	N/A	N/A	\$0	
	Course Fees Payable by <i>Tick ONE option</i>	☐ Student ☐ Job Network/Other				

Payment Terms	Payment to be made in full within 7 days of receiving invoice. If a payment plan has been created, a minimum of 8 weeks from the commencement of the unit will be given to finalise payment. Students who have fallen behind in their payments, will not be enrolled in additional units unless arrangements have been made. No qualification or statement of attainment will be issued if any fees remain outstanding	
Recognition of Prior Learning (RPL) Table	Qualification Level	
	Amount (\$) per unit	
	Cert III level	\$250.00
	Cert IV level	\$270.00
	Diploma level	\$300.00
	See P-057.4 Training and Assessment Policy & Procedure for more information.	
Student Non-Tuition Fees	Administration fees (\$0.00) Resource fees (\$0.00)	Reprint of Cert/Award (\$50.00) Reassessment Fee per unit (\$25.00)
Funding	Please tick the option that applies to you.	
	This training ☐ IS ☐ IS NOT provided with State Government Funding.	
	Enrolling in this course may impact your eligibility for future funding. I understand that if I fall under a Secondary School Aged/Y12 category at the time of enrolment, once my age no longer applies throughout the duration of the course, I will be invoiced again at the relevant rate that does apply.	
Other Information	NIOT does not subcontract or use third party providers for the delivery, training, or assessment of this course. The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.	
	For detailed information on course fees and how they are handled (e.g., refunds, payment options and cooling off periods), please see P-033.3 Fees Charges and Refunds Policy and Procedure which can be accessed via the RTO Website.	

Student Declaration

☐ I can confirm I have read and understood the information above.

Student Name:		Signature:		Date:	
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