

UPDATED MAY 2020

ACCESS TRAINING ACADEMY FEES & CHARGES



ITEM	FEES DESCRIPTION
Tuition Fees	Please see "Courses" section of this website for fees and requirements depending on each course. Please contact enquires@accesstrainingacademy.com.au for enquiries.
Cancellation Fees	<p>1. If a Student has paid in full and submitted the Access Training Academy Cancellation Request Form within 5 business days from their Enrolment Date, a refund of up to 50% of the course less the \$200.00 cancellation fee will be issued within 7 - 10 working days.</p> <p>2. If a Student has enrolled with a payment plan and submitted the Access Training Academy Cancellation Request Form within 5 business days from their Enrolment Date, the deposit is non-refundable and a \$200.00 cancellation fee is required.</p>
Kit Fees	Kit Fees are included in courses where the kit is compulsory due to health and safety regulations and required "at home" practise. Certain courses have an optional kit fee. Our training partners and suppliers offer our students discounted starter kits to start their own business and or practise their new skills at home.
Uniform Fees	<p>Courses longer than 5 weeks require students to wear an ATA uniform top: <i>Black Beauty/Nails and Body Clinic Tunic with sleeve - \$70</i></p> <p>Business and other courses: <i>Black Polo with orange Trim \$45-00</i></p> <p>Fitting will be done on enrolment, full payment required. No refunds allowed. Exchanges permitted if within 7 days of purchase and returned undamaged in original packaging.</p>
Interest Free Debit Payment Plan	The financial institution that host the Debit Payment Plan may charge a service fee per debit. Check the fee amount when applying for a payment plan.
Re-sit of Assessments	As part of the Training and Assessment process, students will be required to complete practical assessments in a simulated environment. In the event of a student being absent and missing an assessment without notifying the college in writing, there will be an re-sit fee. This will also be the case for students that does not comply to the assessment and college requirements in regards to behaviour, uniform, conduct and being prepared/organised. The fee will depend on the Assessors hourly rate for the particular course.
Assignment Late Fee	<p>As part of the Training and Assessment process, students will be required to complete at home assignments and return it on or before the due date. Failing to submit a completed assignment before or on the due date in the am, will incur a \$50 *late fee, payable within 7 days of receiving the penalty.</p> <p>*Students will be given a minimum of 2 weeks notice for each assignment and is encouraged to see their trainer if they need assistance within the first week after receiving the assignment. An Extensions can be granted for health issues and compassionate reasons, to be applied for in writing BEFORE the due date to enquires@accesstrainingacademy.com.au.</p>
Certificate re-prints	If you have lost your original training certificate, or if you did not inform us of a change in your address details, then you will need to purchase a replacement certificate from Access Training Academy. Replacement certificate re-print requests can be made in writing to enquires@accesstrainingacademy.com.au at a cost of \$45-00 + postage.
Statement of Attainment	A statement of attainment will be issued upon a student's exit from a training program, for the units/ qualification completed successfully only. To issue a Statement of Attainment for units completed, or to replace a Statement of Attainment, requests can be made in writing to enquires@accesstrainingacademy.com.au at a cost of \$70-00 + postage.

Disclaimer: Access Training Academy reserves the further right to make any amendments to this Fees and Charges at any time in its sole and absolute discretion, with or without notice to you. The most current version of this Fees and Charges as listed by date shall supersede all previous versions.