



Schedule of Fees and Charges

The College of Counselling Studies is a Registered Training Organisation and operates in accordance with applicable legislation and the Standards for Registered Training Organisations. The College of Counselling Studies is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as enrolment administration, 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?

An 'Enrolment Application' fee is payable when you receive "notification of enrolment". The Enrolment Application fee must be paid before the commencement of the course.

Course Fees for due at the commencement of each Cluster of study (8 x clusters in total). Invoices for each cluster must be paid in full within 7 days of receiving this invoice from the College. We may cancel an enrolment or discontinue training if fees are not paid by the due date. Alternate payment plans are available. Students will have the opportunity to discuss alternate payment plan options during the initial interview 'Pre-enrolment Interview'.

Payment methods include direct deposit, cheque or credit card. Payment details and authorisation form is attached to the enrolment form.

Can I get a refund?

Yes - If you give notice to cancel your enrolment 10 business days or more 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 9 business days or less prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by the College of Counselling Studies 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 Principal if there is extenuating or significant personal circumstance that led to your withdrawal.

If for any reason the College of Counselling Studies is unable to fulfil its service agreement with a student, the College of Counselling Studies must refund the student's proportion of fees paid for services not delivered.



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 - The College of Counselling Studies has a responsibility to protect the fees paid by students. To meet this need, the College of Counselling Studies will only accept an initial payment of no more than \$1,300 from each student prior to the commencement of their course. The subsequent payments are based on the costs of your training and assessment which is yet to be delivered. If the cost of the course is less than \$1500.00, the full amount will be requested before the program commences.

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

The College of Counselling Studies reserves 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.

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



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Training Program

CHC51015 Diploma of Counselling	\$7,600
<ul style="list-style-type: none">– Initial Payment – Enrolment application: \$400– 1st Payment - Within 5 days after the Cluster 1 course commencement: \$900.00– 2nd Payment – Within 5 days after the Cluster 2 course commencement: \$900.00– 3rd Payment – Within 5 days after the Cluster 3 course commencement: \$900.00– 4th Payment - Within 5 days after the Cluster 4 course commencement: \$900.00– 5th Payment - Within 5 days after the Cluster 5 course commencement: \$900.00– 6th Payment - Within 5 days after the Cluster 6 course commencement: \$900.00– 7th Payment - Within 5 days after the Cluster 7 course commencement: \$900.00– Final Payment - Within 5 days after the Cluster 8 course commencement: \$900.00	

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.
- The College of Counselling Studies payment terms are 5 days.
- 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.

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)
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 to demonstrate competence and complete the qualification. The re-	



assessment service includes individual re-training to prepare the student for the re-assessment.