

STATEMENT OF FEES

REIV Fees are as follows-

Please note that the student tuition fees as published are subject to change given individual circumstances at enrolment. Eligibility for Skills First Funding will be assessed by our RTO Authorised Delegate staff prior to enrolment. Your total course tuition fees are based on the number of hours enrolled calculated by the applicable rate for your course.

CPP40307 Certificate IV in Property Services (Real Estate)

Funding Mode	Student Tuition Fees		Fee Hourly Rates		Nominal Hours	Government Subsidy Contribution
	Total Student Fee	Total Student Fee with Concession	Non-Concession Hourly Rate	Concession Hourly Rate		
Skills First Subsidised	\$1,510.00	\$302.00	\$2.00	\$0.40	755	\$4,907.50
Fee for Service	\$5,964.50 REIV Members: \$5,738.00	No concession offered for FFS.	\$7.90 \$7.60 for members	No concession offered for FFS.		\$0.00
Already hold the current Agents Rep units and want to know what you will pay?						
Skills First Subsidised	\$1,350.00	\$270.00	\$2.00	\$0.40	675	\$4,387.50
Fee for Service	\$5,332.50 REIV Members: \$5,130.00	No concession offered for FFS.	\$7.90 \$7.60 for members	No concession offered for FFS.		\$0.00
RPL						
RPL Skills First Subsidised	\$906.00	\$181.20	\$1.20	\$0.24	755	\$2,453.75
RPL Fee for Service	\$2,265.00 REIV Members: \$2038.50	No concession offered for FFS.	\$3.00 \$2.70 (REIV Members)	No concession offered for FFS.		\$0.00

Please note that at enrolment you will be provided with an individual statement of fees which will provide a breakdown of your fees and take in to consideration any Credit Transfers and RPL.

Mode of Delivery: The REIV delivers this course in three modes-

- 1) Class based** with one full day per week face to face class room contact followed by self-paced learning.
- 2) Traineeship** which provides monthly contact with a trainer through workplace visits and phone discussions as well as on the job training provided in the workplace by the employer.
- 3) RPL (Recognition of Prior Learning).** If you are already working in the industry you may be able to apply for RPL. An application process applies, and you will need to attend a series of interviews as well as gather evidence to support your claim. RPL can be applied for individual units.

Duration: Class Based runs for 8 months and Trainees have up to 24 months.

Location: Class Based delivery is conducted at the REIV in Camberwell, Traineeships are conducted on site at the workplace.

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Agents Representative Course (3 Units taken from CPP40307)

Delivery Mode	Student Tuition Fees		Fee Hourly Rates	Nominal Hours	Government Subsidy Contribution
	Total Student Fee	Total Student Fee with Concession			
Face to Face	\$795.00	A concession is not offered for FFS.	\$9.94	80	NA- this course is not funded.
Self-paced online course	\$595.00	A concession is not offered for FFS.	\$7.44		
Due to changes in the BLA's mutual recognition process for Agents from other states, students who completed the Agents Representative Units outside Victoria may be required to undergo retraining to be eligible to register in Victoria. Students who hold these three units from an interstate provider will be charged as follows upon providing evidence of their statement of attainment					
Face to Face	\$535.00	A concession is not offered for FFS.	\$6.69	80	NA- this course is not funded.

Mode of Delivery: The REIV deliver this course in two modes-

- 1) **Class based** over 5 days from Monday through to Friday 9am to 5pm or over 5 weeks with two 6pm to 9.30pm evening classes per week.
- 2) **Self-paced online** which provides online access to the course content and materials and phone contact from a trainer.

Duration: Class Based comprises 5 days of class and then a further month of self-paced study. Online self-paced students have 5 weeks to submit their assessment. Students have a maximum of four months to complete.

Location: Class Based delivery is conducted at the REIV in Camberwell and regionally at Ballarat, Bendigo, Eltham, Frankston, Geelong, Shepparton, Traralgon and Werribee.

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FURTHER INFORMATION ON FEES

CONCESSION RATES

Concession fees apply to Skills First students who enrol in a course at Certificate IV level or lower, and can provide evidence of entitlement to concession. To be eligible for concession rates, the student must, on the date of enrolment:

- Be a holder of a current Commonwealth Health Care Card or a spouse or be a dependent child of a card holder
- Be a holder of a Pensioner Concession Card or be a spouse of, or a dependent child of a card holder
- Be a holder of a Veterans Gold Card

A copy of the card must be provided to our office prior to the commencement of training.

Concession fees will be 20% of the normal Tuition Fee. Concession rates are only applied to Tuition Fees.

Concession fees also apply to any Skills First student at any level course who are enrolled under the Asylum Seeker VET Program or who are Aboriginal or Torres Strait Islander.

COURSE FEE INCLUSIONS

Course and tuition fees include:

- All of the training and assessment required for students to achieve the qualification or course in which they are enrolling within the attempts allowed.
- One copy of the required text books and learning materials for each student unless otherwise stated on the Course Outline.
- Issuance of one set of certification documents including the certificate and record of results transcript and/or a Statement of Attainment.

For fee for service students all course fees include up to 3 attempts to complete each assessment task. Where an additional assessment is required to achieve competency, the student will need to re-enrol in the unit and pay Individual Unit Enrolment Fees.

ADDITIONAL FEES

Additional fees will be charged for the following:

- Re-Issue of Certificate & Transcript \$60
- Re-Issue of Statement of Attainment \$30
- Re-issue of unit resource books (per unit amount) \$60

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REFUNDS- FEE FOR SERVICE ENROLMENTS

AGENTS REPRESENTATIVE AND CPD COURSES

1) All course fees for the Agents Representative skill set and CPD courses are non-refundable, except in the circumstances detailed below.

- A full refund will apply where a student cancels their course in writing prior to the course start date.

- A partial refund will be granted to students who decide after day 1 of class that the course is not suitable. All fees will be repaid except for a \$200 administration fee which will be retained by the REIV.

- A full refund will apply if the REIV is required to cancel a course before it commences due to insufficient numbers or for other unforeseen circumstances.

- Where the REIV ceases to deliver the course in which a student is enrolled, and the agreement is terminated.

- Where the REIV needs to make a change to the terms of the student agreement (such as the way the course is delivered or conditions of enrolment) and a new agreement cannot be reached with the student to account for changes.

- In any of the above two situations, the REIV will automatically conduct a refund assessment of all affected students and issue the refunds due accordingly. In these cases, there is no need for a student to make an individual application for a refund.

2) Students wishing to cancel their course must seek a refund by making an application for a refund in writing using the Refund Form. The application must include the details and reason for the request. Students who have not completed a Withdrawal Form are not eligible for consideration of a refund or reduction in fees.

The refund assessment will be based on reviewing the services provided to the student and the costs incurred by the REIV to provide those services. Refund decisions can be appealed following our Complaints and Appeals Policy and Procedure.

2) A student not achieving the qualification or unit/s in which they enrolled due to exhausting their attempts at assessment, does not entitle the student to a refund.

3) Once a student's course enrolment period has expired the student will be withdrawn and re-enrolment including the payment of applicable enrolment fees will apply.

CLASSROOM BASED CPP40307 CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE) COURSE-

1) All course fees for fee-for-service students include a non-refundable deposit. Further payments as part of the arranged payment plan are detailed on the Student Agreement and Individual Statement of Fees. The deposit and each subsequent instalment payment(s) are non-refundable, except in the circumstances detailed below.

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- A full refund of the deposit fee will apply where a student withdraws or cancels their course in writing within 5 days of the course start date.
- A full refund of the most recent payment plan instalment will apply if the student withdraws or cancels their course in writing within 5 days of the payment being taken. All previous payments will be retained.
- A full refund of any fees paid (including the deposit) will apply if the REIV is required to cancel a course before it commences due to insufficient numbers or for other unforeseen circumstances.
- Where the REIV ceases to deliver the course in which a student is enrolled, and the agreement is terminated.
- Where the REIV needs to make a change to the terms of the student agreement (such as the way the course is delivered or conditions of enrolment) and a new agreement cannot be reached with the student to account for changes.
- In any of the above two situations, the REIV will automatically conduct a refund assessment of all affected students and issue the refunds due accordingly. In these cases, there is no need for a student to make an individual application for a refund.

2) Students who withdraw from a course may seek a refund by making an application for a refund in writing using the Refund Form. The application must include the details and reason for the request. Students who have not completed a Withdrawal Form are not eligible for consideration of a refund or reduction in fees.

The refund assessment will be based on reviewing the services provided to the student and the costs incurred by the REIV to provide those services. Refund decisions can be appealed following our Complaints and Appeals Policy and Procedure.

3) A student not achieving the qualification or unit/s in which they enrolled due to exhausting their attempts at assessment, does not entitle the student to a refund.

4) RPL application fees are non-refundable.

5) Once a student's enrolment period has expired the student will be withdrawn and re-enrolment including the payment of applicable enrolment fees will apply.

TRAINEES IN THE CPP40307 CERTIFICATE IV IN PROPERTY SERVICES (REAL ESTATE) COURSE-

1) A full refund will be granted for trainees if no training commences.

2) A full refund will also apply if the REIV is required to cancel a course due to unforeseen circumstances.

3) Trainees who withdraw from a course and wish to seek a refund must request this in writing and submit a Refund Form. A refund will apply for the Tuition Fees paid for any units that have not been commenced. In the case of an employer paying the tuition fees, the employer must complete and lodge the Refund Form. Written documentation must be retained to support the trainees withdrawal.

3) A trainee not achieving the qualification or unit/s in which they enrolled due to exhausting their attempts at assessment, does not entitle the trainee to a refund.

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- 4) Once a trainee's contact period has expired the trainee will require a contract extension and re-enrolment into the required units, including the payment of applicable enrolment fees will apply.
- 5) Refund decisions can be appealed following our Complaints and Appeals Policy and Procedure.

REFUNDS- SKILLS FIRST FUNDED ENROLMENTS

- 1) A full refund will be granted for Skills First students if they cancel their enrolment at least 14 days prior to their course commencing. The cancellation must be notified in writing to the REIV learning and development department.
- 2) A full refund will also apply if the REIV is required to cancel a course due to insufficient numbers or other unforeseen circumstances.
- 3) Skills First students who withdraw from a course and wish to seek a refund must request this in writing using the Refund Form. Students who have not completed a Withdrawal Form are not eligible for consideration of a refund. A refund will apply for the Tuition Fees paid for any units that have not been commenced. Trainees who have been cancelled will not be required to complete a Withdrawal Form, but written documentation requesting the cancellation will be kept on file. In the case where an employer pays on behalf of the student, the employer will be required to submit the Refund Form.
- 4) Refund decisions can be appealed following our Complaints and Appeals Policy and Procedure.
- 5) Students who withdraw from a course may seek a refund by making an application for a refund in writing using the Refund Form. The application must include the details and reason for the request. Students who have not completed a Withdrawal Form are not eligible for consideration of a refund or reduction in fees.

The refund assessment will be based on reviewing the services provided to the student and the costs incurred by the REIV to provide those services. Refund decisions can be appealed following our Complaints and Appeals Policy and Procedure.

- 6) A student not achieving the qualification or unit/s in which they enrolled due to exhausting their attempts at assessment, does not entitle the student to a refund.
- 7) RPL application fees are non-refundable.
- 8) Once a student's enrolment period has expired the student will be withdrawn and re-enrolment including the payment of applicable enrolment fees will apply.

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Refund Quick Reference

Timeframe	FEE FOR SERVICE			SKILLS FIRST FUNDED
	Agents Representative/CPD	Classbased Certificate IV in Property Services (Real Estate)	Traineeship Certificate IV in Property Services (Real Estate)	All Certificate IV in Property Services (Real Estate)
Prior to course start	Full Refund	Full Refund	Full Refund	Full Refund
Day 1 of course	Refund granted, with \$200 administration fee retained	Full Refund	Full Refund	Full Refund
Within 5 days of the course start date	No Refund	Full Refund	Full Refund	Full Refund
After more than 5 days of the course start date	No Refund	No Refund	Refund of any undelivered unit fees	Refund of any undelivered unit fees
Within 5 days of an instalment payment	NA	Refund of most recent payment, all previous payments will be retained	Refund of any undelivered unit fees	NA
End of Course Enrolment Period	No Refund	No Refund	No Refund	No Refund

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Individual Unit Enrolment Fees and Unit Cluster offerings

Students wishing to enrol in single units or a group of units may do so as a fee for service student.
These fees ONLY apply to students not wishing to enrol in the entire CPP40307 qualification.

UNIT CODE	UNIT TITLE	HRS	FFS			
			\$			
			\$ 9.94			
CPPDSM4007A	Identify legal and ethical requirements of property sales to compete agency work	30	\$ 298.20			
CPPDSM4008A	Identify legal & ethical requirements of property mgmt to compete agency work	30	\$ 298.20			
CPPDSM4080A	Work in the Real Estate industry	20	\$ 198.80			
UNIT CODE	UNIT TITLE	HRS	FFS	Member	RPL	RPL- Member
			\$ 7.90	\$ 7.60	\$3.00	\$2.70
BSBRKG304	Maintain business records	30	\$ 237.00	\$228.00	\$90	\$81.00
BSBSMB406	Manage small business finances	60	\$ 474.00	\$456.00	\$180	\$162.00
CPPDSM4001A	Act as a buyer's agent	20	\$ 158.00	\$152.00	\$60	\$54.00
CPPDSM4003A	Appraise property	40	\$ 316.00	\$304.00	\$120	\$108.00
CPPDSM4004A	Conduct auction	10	\$ 79.00	\$76.00	\$30	\$27.00
CPPDSM4005A	Establish and build client-agency relationships	20	\$ 158.00	\$152.00	\$60	\$54.00
CPPDSM4006A	Establish and manage agency trust accounts	60	\$ 474.00	\$456.00	\$180	\$162.00
CPPDSM4007A	Identify legal and ethical requirements of property mgmt to compete agency work		As above		\$90	\$81.00
CPPDSM4008A	Identify legal & ethical requirements of property sales to compete agency work				\$90	\$81.00
CPPDSM4009B	Interpret legislation to complete agency work	30	\$ 237.00	\$228.00	\$90	\$81.00
CPPDSM4010A	Lease property	50	\$ 395.00	\$380.00	\$150	\$135.00
CPPDSM4011A	List property for lease	25	\$ 197.50	\$190.00	\$75	\$67.50
CPPDSM4012A	List property for sale	30	\$ 237.00	\$228.00	\$90	\$81.00
CPPDSM4013A	Market property for lease	25	\$ 197.50	\$190.00	\$75	\$67.50
CPPDSM4014A	Market property for sale	30	\$ 237.00	\$228.00	\$90	\$81.00
CPPDSM4015B	Minimise agency and consumer risk	30	\$ 237.00	\$228.00	\$90	\$81.00
CPPDSM4016A	Monitor and manage lease or tenancy agreement	50	\$ 395.00	\$380.00	\$150	\$135.00
CPPDSM4018A	Prepare and present property reports	30	\$ 237.00	\$228.00	\$90	\$81.00
CPPDSM4019A	Prepare for auction and complete sale	20	\$ 158.00	\$152.00	\$60	\$54.00
CPPDSM4020A	Present at tribunals	20	\$ 158.00	\$152.00	\$60	\$54.00
CPPDSM4022A	Sell & finalise sale of property by private treaty	50	\$ 395.00	\$380.00	\$150	\$135.00
CPPDSM4049A	Implement maintenance plan for managed properties	25	\$ 197.50	\$190.00	\$75	\$67.50
CPPDSM4056A	Manage conflict & disputes in the prop. industry	20	\$ 158.00	\$152.00	\$60	\$54.00
CPPDSM4080A	Work in the Real Estate industry		As above		\$60	\$54.00