

2024 Schedule of Fees

The REIV fees for the calendar year of 2024 are as follows.

Eligibility for Skills First Funding will be assessed by our RTO Authorised Delegate staff prior to enrolment.

CPP41419 Certificate IV in Real Estate Practice* (Release 3)

Funding Mode	Student Tuition Fees		Student Tuition Fees Hourly Rates		Enrolled Nominal Hours	Maximum Government Contribution
	Tuition Fees	Tuition Fee with Concession	Non-Concession Hourly Rate	Concession Hourly Rate		
Skills First Traineeship Subsidised	\$2,500	\$500	\$3.97	\$0.79	630 hours	\$4,375
Skills First Non-Traineeship Subsidised	\$2,500	\$500	\$3.97	\$0.79		\$4,375
Fee for Service	\$4,250	<i>No concession available</i>				
Self-Paced						
Fee for Service	\$1,990	<i>No concession available</i>			630 hours	
Fast-Track Available only for experienced workers in real estate – minimum requirement 12 months. Not a traineeship pathway.						
Fast Track Skills First Subsidised Tuition Fees	\$1,000	\$200	\$1.58	\$0.32	630 hours	\$4,375
Fast Track Fee for Service Tuition Fees	\$2,750	<i>No concession available</i>				
Recognition of Prior Learning						

*This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. The student tuition fees as published are subject to change given individual circumstances at enrolment.

Recognition of Prior Learning (RPL) Fees

The REIV is a provider of funded Recognition of Prior Learning (RPL) programs for eligible individuals under the Skills First Program. You may qualify to complete some or all of your course through RPL. The fees for RPL are as follows.

Course	Category	Nominal Hours	No. of Units applying for RPL	Total No. of nominal hours for RPL units	RPL Fees per Unit	Total RPL unit Fees for Student	*Approx Government contribution (only for Skills First Student)- \$3.51 per hour
CPP41419 Certificate IV in Real Estate Practice	Example	630	18	630	\$350	\$6300	\$2193.75
	Student	630	10		\$350		

Please note that, at enrolment you will be provided with a statement of fees which will have a breakdown of applicable fee payments.

Delivery Modes

The REIV delivers this course via:

- Face-to-face*** weekly in-person training sessions held between 9:00 am and 4:30 pm.
- eLearning via REIV online platform 'aXcelerate'** weekly 2-hour trainer led zoom online meetings with outside of class time self-paced assessment work to be completed as per training timetable.
- eLearning via REIV online platform 'aXcelerate'** self-paced learning option. All learning and assessments are completed online at the learner's 'own pace'.
- Traineeship** which provides monthly contact with a trainer via phone calls and emails, discussions in addition to on-the-job training in the workplace supported by the employer. Students must be employed and registered into a traineeship contract.
- 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 in addition to gathering evidence to support your claim. RPL can be applied for individual units as outlined in the related table above.

*Course delivery location and mode are subject to change. The REIV will inform students of any changes that may occur during the enrolment period.

Course Duration

The Certificate IV in Real Estate Practice course delivery duration is 6 months with a maximum of 8 months for submission of all assessment tasks.

Face-to-face* duration is 6 months with a maximum of 8 months for submission of all assessment tasks.

Traineeship duration is 12 months.

Fast Track course duration is 3 months with a maximum of 6 months for submission of all assessment tasks.

Self-paced course duration is 12 months. This course has a minimum duration of 6 months.

Course Location

Face-to-face training will be delivered at REIV training facilities*.

Online training can be conducted anywhere within the state of Victoria or border regions (please contact the REIV administration office for further details about eligibility).

Traineeships consists of workplace based structured training via Zoom. Students must be located within the state of Victoria or border regions (please contact the REIV administration office for further details about eligibility).

*Course delivery location and mode are subject to change. The REIV will inform students of any changes that may occur during the enrolment period.

CPP51122 Diploma of Property (Agency Management) (Release 2)

Funding Mode	Student Tuition Fees		Tuition Fees Hourly Rates	Enrolled Nominal Hours	Maximum Government Contribution
	Student Tuition Fee	Student Tuition Fee with Concession	Student Hourly Rate		
Skills First Subsidies	\$3,750	<i>No concession available</i>	\$6.30	595	\$3,867.50
Fee for Service	\$4,750	<i>No concession available</i>	\$7.98		

Course	Category	Nominal Hours	No. of Units applying for RPL	Total No. of nominal hours for RPL units	RPL Fees per Unit	Total RPL Unit Fees for Student	*Approx Government contribution (only for Skills First Student)- \$1.62 per hour
CPP51122 Diploma of Property (Agency Management)	Example	595	12	595	\$350	\$4,200	\$963.90
	Student	595			\$350		
Recognition of Prior Learning							

Mode of Delivery

The REIV delivers this course in two modes:

- eLearning via REIV online platform 'aXcelerate'** fortnightly 2-hour zoom meeting with self-paced online learning to be completed between sessions. All learning and assessment completed online.
- RPL (Recognition of Prior Learning)** If you have been in the industry for over 3 years and are currently working in real estate, 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

Online trainer led delivery runs for approximately 10 months with a maximum of 12 months for submission of all assessment tasks.

Location

Online training can be conducted anywhere within the state of Victoria.

Concession Rates

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

- Be a holder of a current Commonwealth Health Care Card or be a spouse of or be a dependent child of a cardholder; or

- b) Be a holder of a Pensioner Concession Card or be a spouse of, or a dependent child of a cardholder; or
- c) Be a holder of a Veteran's Gold Card.

A copy of the card must be provided to our office at the time of enrolment. Concession fees will be 20% of the normal tuition fee. Concession rates are applied to tuition fees only.

Once Concession entitlement has been verified by the training administration staff and there is no longer business and/or compliance need, any original copies will be discarded or destroyed. The REIV will not keep Centrelink Customer Reference Numbers (CRN) for privacy and security reasons.

Skills First Aboriginal Access Fee Waiver

From 1st of January 2024, the Skills First Aboriginal Access Fee Waiver replaced the Indigenous Completions Initiative Concession. The REIV will not charge a tuition fee to Skills First students who self-identify as being of Aboriginal or Torres Strait Islander descent.

Course Fee Inclusions

Course fees include:

- All training and assessment required for students to achieve a qualification in the course in which they are enrolling within the attempts allowed.
- Online material and downloadable notes.
- Issuance of one set of certification documents including the certificate and record of results transcript and/or a statement of attainment.

Additional Fees and Charges

Additional Fees and Charges	
Course Transfer Fee Change of mind about the course delivery mode at time of enrolment or after course commencement	\$200
Other Fees and Charges that may apply during your course	
Re-issuing of Certificate Testamurs and Transcript If you require additional copies of the certificate testamur and results transcript	\$80
Re-issuing of Statement of Attainment Testamurs If you require additional copies of the certificate testamur and results transcript issued	\$60
Express Marking (3 business days)	\$80
Subject Re-enrolment Fee (where the student has exhausted 3 attempts per unit).	\$300
Course Extension Fees (extensions must be applied for before course expiry) One week extension from the course end date = \$200 One month extension from the course end date = \$500	\$200 \$500

Extensions Fees

Students are provided with an enrolment end date as per individual training plan provided during their enrolment process at REIV. Students are expected to finish the course by the end date outlined in their individual plan. If you are not able to complete the course by end of the course, you may apply to extend the course end date. The following fees will apply:

- a) 1 week extension from the course end date – \$200
- b) 1 month extension from the course end date – \$500

Extensions must be applied for and paid at least 2 weeks before course expiry. Students are required to call the REIV administration office or email training@reiv.com.au for an extension request. If the REIV did not receive an extension request, the administration team will contact the student by e-mail or phone call to discuss their options.

Refunds

Refunds will be paid direct to the student or to the employer where an employer has made the payment. To claim a refund, the student must contact the REIV training administration office, either by e-mail or phone call. For Government funded students the refund only applies to their portion of fee paid by the student.

A full refund will apply where:

- The REIV is required to cancel a course before it commences due to insufficient numbers or for other unforeseen circumstances.
- 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.

A partial refund will apply where:

- If an enrolled student withdraws from a course prior to the course start date, the student will be entitled to 50% refund of the tuition fee that has been paid upfront.
- If an enrolled student withdraws within 14 calendar days of the course start date, the student will be entitled to 50% of the tuition fees paid upfront.
- If the student does not return after an approved deferral period, any fees paid, during the deferment period will be refunded.
- Students with payment plans in place who formally withdraw from units or exit a course within refund timeframes, and where fees have been only partially paid at point of withdrawal, will have any refunds due calculated based on instalments paid up to the point of the student's formal course exit/unit withdrawal, less any payment plan set-up fees, billing fees incurred as part of the payment plan contract. Future payment plans will be cancelled accordingly.

Refund in special circumstances:

Fee refunds for special circumstances (e.g., illness) may be agreed upon, on an individual basis, when applied for in writing, and at the discretion of the RTO Manager.

Grounds mentioned below will not be regarded as special circumstances and refunds will not be granted:

- Job change
- Residential address change
- Work hours change
- Moving interstate
- Redundancy/retrenchment

A full refund will be available for course cancellation by the training organisation or in the event of REIV's closure as an RTO.

No refund will apply where:

- If the student withdraws from a course any later than 14 days after the course start date, then the student is not entitled to a refund.

- A student enrolled in a full Certificate IV and Diploma qualification has exceeded their course or enrolment expiry date as outlined in the Student Agreement and Statement of Fees.
- The student has not engaged with the training and all attempts to contact the student to re-engage have been exhausted.
- The REIV has been forced to withdraw the student from their course due to long term outstanding accounts for which payments have not been received and no alternative arrangement for payment has been made.
- No refund for RPL is applicable for application and fees.

Refund Application Process

- Students wishing to cancel their course must seek a refund by communicating their decision to the REIV administration department in writing by e-mail or phone call. Student will be required to complete a Refund Form. Students who have not completed a Refund Form are not eligible for consideration for a refund.
- 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 & Appeals Policy and Procedure.
- In instances where a 3rd party or employer is seeking the refund, they are responsible for communicating to REIV in writing by e-mail.
- In instances where REIV is required to cancel a course or make a change to the terms of the student agreement and a new agreement cannot be reached, a refund of unused tuition fees will automatically be granted and processed.
- Students with exceptional circumstances may write to the RTO Management requesting a refund on compassionate grounds.
- A refund will apply for the Tuition Fees paid for any units that have not been commenced.
- Refunds, where applicable, will be processed within 7 business days.

Timeframes	CPP41419 Certificate IV in Real Estate Practice CPP51122 Diploma of Property (Agency Management)
Prior to course start	50% refund of the tuition fee paid upfront
Less than 14 days after the course start date	50% refund of the tuition fee paid upfront
More than 14 days after the course start date	No refund