

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.

CPP41419 Certificate IV in Real Estate Practice

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 Traineeship Subsidies	\$2,500	\$500	\$3.94	\$0.79	625	\$4062.50
Skills First Non Traineeship Subsidies	\$2,500	\$500	\$3.94	\$0.79		\$4062.50
Fee for Service	\$6,500.00	No concession offered for FFS				\$0.00
RPL						
RPL Skills First Subsidised	\$2,500	\$500	\$3.94	\$0.79	625	\$2,013.25
RPL Fee for Service	\$4,500.00	No concession offered for FFS				\$0.00

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

CPP41419 training is delivered with Victorian and Commonwealth Government funding.
 The student tuition fees as published are subject to change given individual circumstances at enrolment.

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

- elearning via REIV platform Etrainu** weekly 2 hour zoom meeting with self-paced online learning to be completed between sessions. All learning and assessment completed online.
- 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.
- 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: Online runs for approximately 12 months and Trainees have up to 24 months.

Location: Online training can be conducted anywhere in the state of Victoria; Traineeships are conducted on site at the workplace.

CPP51119 Diploma of Property (Agency Management)

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	*FUNDING NOT ANNOUNCED				595	
Fee for Service	\$8,000.00	No concession offered for FFS				\$0.00
RPL						
RPL Skills First Subsidised	*FUNDING NOT ANNOUNCED				595	
RPL Fee for Service	\$7,000.00	No concession offered for FFS				\$0.00

Please note that at enrolment you will be provided with a statement of fees which will provide a breakdown of your fees and take into consideration any Credit Transfers and RPL. The student tuition fees as published are subject to change given individual circumstances at enrolment.

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

- elearning via REIV platform Etrainu** weekly 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 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: Online runs for approximately 12 months and Trainees have up to 24 months.

Location: Online training can be conducted anywhere in the state of Victoria.

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 a 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 be a spouse of or be a dependent child of a cardholder
- Be a holder of a Pensioner Concession Card or be a spouse of, or a dependent child of a cardholder
- Be a holder of a Veteran's 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 Aboriginal or Torres Strait Islander or are enrolled under the Asylum Seeker VET Program.

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	No concession available	\$9.94	80	NA this course is not funded
Elearning via Etrainu	\$645.00	No concession available	\$8.06		
<p>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.</p> <p>Students who hold these three units from an interstate provider will be charged as follows upon providing evidence of their statement of attainment.</p>					
Face to Face	\$585.00	No concession available	\$7.31	80	NA this course is not funded

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

1. Elearning via REIV Platform Etrainu - learning and assessment conducted online.

Elearning students have 3 months to submit their assessment. Fees will apply to submit after 3 months. Location Online training can be conducted anywhere in the state of Victoria.

2. Location face to face: **Due to COVID19 this is currently unavailable**

Class based delivery is conducted at the REIV in Camberwell and regionally at Ballarat, Bendigo, Epping, Frankston, Geelong, Shepparton, Traralgon and Werribee

Note: This course must be completed by 30th September 2021

COURSE FEE INCLUSIONS

Course and tuition 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.

- Learning materials and some downloadable notes and books unless otherwise stated in 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 reenrol in the unit and pay individual unit enrolment fees.

ADDITIONAL FEES

Additional fees will be charged for the following:

- Re-Issue of Certificate and Statement of Attainment \$60
- Re-Issue of Statement of Attainment \$30
- Additional copies of textbooks or any other learning and assessment. A fee of \$60 per textbook per unit

FEES FOR EXTENSIONS TO ENROLMENTS

Students are provided certain enrolment end date as per their training plan and students are expected to finish the course by the end date. If you are not able to complete the course by end of the course, you could request to extend the course. The following fees will apply:

- 1 month extension from the course end date - \$150
- 3 months extension from the course end date - \$300

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 complete a refund application available from The REIV administration office/website. For Government funded students the refund only applies to their portion of fee paid by the student **A full refund will apply where:**

- A student cancels their course in writing 14 days prior to the course start date.
- 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:

- A student enrolled in the Agents Representative course via PropEL withdraws up to 2 days after the student receives access to learning materials. These students will be provided with a full refund, less a \$300 administration fee.
- The REIV is required to cancel a course after commencement due to unforeseen circumstances
- A student enrolled in a full Certificate IV or Diploma qualification will be entitled to the following:
 - A. If an enrolled student withdraws from a course prior to the course start date, the student will be entitled to full refund of the fees paid minus the \$500 administration fee.
 - B. If a student withdraws within 14 calendar days from a course after the course start date, the student will be entitled to 50% of the course fee paid, minus the \$500 administration fee.

- C. If the student withdraws from a course any later than 14 days after the course commencement date, then the student is not entitled to a refund.
- The REIV is required to cancel a course after commencement due to unforeseen circumstances.

Refund in special circumstances:

- Fee refunds for special circumstances (illness, family circumstances) may be agreed upon, on an individual basis, at the discretion of the Training Manager.

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

- Job change
- Change in work hours
- Inconvenience of travel to college
- Moving interstate
- Redundancy/retrenchment

No refund will apply where:

- A student enrolled for the Agents Representative course or single units withdraws more than 2 days after their course commencement.
- A student enrolled for the Agents Representative course via PropEL withdraws more than 2 days after the student receives access to learning materials.
- A student enrolled in a full Certificate IV and Diploma qualification has exceeded their course expiry date.
- All attempts have been exhausted, and the student has been deemed not competent in the qualification or unit/s in which they enrolled
- 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.

RPL fees are non-refundable.

Refund Application Process

- Students wishing to cancel their course must seek a refund by communicating their decision to The REIV in writing. Students will then 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 of employer is seeking the refund, they are responsible for communicating to The REIV and completing the Refund Form
- In instances where The REIV is required to cancel a course or make a change to the terms of the student agreement a new agreement cannot be reached, a refund will automatically be granted and processed.
- Students with exceptional circumstances may write to the RTO Training Manager requesting a refund on compassionate grounds.
- A refund will apply for the Tuition Fees paid for any units that have not been commenced.
- Materials fee will not be refunded, if the student has received any or all course materials.

Refund Quick Reference - Matrix

Timeframes	Agents Representative/Single Units/CPD	Agents Representative via Etrainu only
Prior to course start	Full Refund	Full Refund
Day 2 after course commencement	Refund granted, with \$300 administration fee retained	Refund granted, with \$300 administration fee retained
After more than 2 days	No Refund	No Refund
End of Course Enrolment Period	No Refund	No Refund

Timeframes	Certificate IV in Property Services (Real Estate)
Prior to course start	A full refund of fee paid minus the \$500 administration fee
Less than 14 days after the course start date	50% refund of the fee paid minus the \$500 administration fee
More than 14 days after the course start date	No Refund