

REIV Fees 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 Enrolment Fees		Student Enrolment Fees Hourly Rates		Enrolled Nominal Hours	Maximum Government Contribution
	Student Fee	Student Fee with Concession	Non-Concession Hourly Rate	Concession Hourly Rate		
Skills First Traineeship Subsidies	\$2500	\$500	\$3.97	\$0.79	630	\$4,218
Skills First Non-Traineeship Subsidies	\$2,500	\$500	\$3.97	\$0.79		\$4,218
Fee for Service	\$6,500	No concession available.				
Fast Track Available only to experienced workers in real estate minimum 1 year Not a Traineeship pathway						
Fast Track Skills First Subsidised	\$1,000	\$200	\$1.59	\$0.32	630	\$4,218
Fast Track Fee for Service	\$4,500	No concession available.				
Recognition of Prior Learning						
RPL - Skills First Subsidised	\$5,400	\$1,080	\$8.57	\$1.71	630	\$2,112
RPL- Fee for Service	\$7,500	No concession available.				

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

**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.*

Mode of Delivery: The REIV delivers this course via -

- 1. Elearning via REIV online platform weekly** 2 hours zoom meeting with self-paced online learning to be completed between sessions. All learning and assessment completed online.
- 2. Elearning via REIV online platform** self paced learning. All learning and assessment completed online.

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3. **Traineeship** which provides monthly contact with a trainer phone calls and emails, discussions as well as on the job training in the workplace supported by the employer. Students must be employed and registered into a traineeship contract.
4. **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 10 months and Trainees have up to 12 months, with possibility of extension.

Fast Track delivery: 26 weeks

Location: Online training can be conducted anywhere in the state of Victoria; Traineeships are conducted through blended delivery.

CPP51119 Diploma of Property (Agency Management)* Release 4 in transition

Funding Mode	Student Enrolment Fees		Enrolment Fees Hourly Rates	Enrolled Nominal Hours	Maximum Government Contribution
	Student Fee	Student Fee with Concession	Student Hourly Rate		
Skills First Subsidies	\$4,500	No concession available	\$7.56	595	\$3,718
Fee for Service	\$8,000	No concession available	\$13.45		
Recognition of Prior Learning					
RPL Skills First Subsidised	\$8,200	No concession available	\$13.78	595	\$928
RPL Fee for Service	\$9,000	No concession available			

**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.*

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

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

- 1. Elearning via REIV online platform** fortnightly 2 hour zoom meeting with self-paced online learning to be completed between sessions. All learning and assessment completed online.
- 2. 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 runs for approximately 10 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 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.

COURSE FEE INCLUSIONS

Course and enrolment fees include:

- A non refundable \$500 administration fee (applied at the time of enrolment).
- 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 some downloadable notes.
- Issuance of one set of certification documents including the certificate and record of results transcript and/or a Statement of Attainment.
- 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 or Statement of Attainment \$60
- Re-Issue of Statement of Attainment \$30
- Express marking (3 working days) \$80
- Subject re-enrolment fee \$300.00 (where the student has exhausted 3 attempts per unit).
- Course extension fees (outlined below)

FEES FOR EXTENSIONS TO ENROLMENTS

Students are provided certain enrolment end date as per their training plan and course outline 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 may apply to extend the course. The following fees will apply:

- 1 week extension from the course end date - \$80
- 1 month extension from the course end date - \$199

Extensions must be applied for and paid at least 2 weeks before course expiry. The [Miscellaneous fees form](#) must be completed.

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 training administration office. For Government funded students the refund only applies to their portion of fee paid by the student.

A full refund will apply where:

- The student cancels their course prior to the commencement date, less administration fee.
- 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:

- The REIV is required to cancel a course after commencement due to unforeseen circumstances. Refund of any unused fees, less the administration fee.
- If a student withdraws within 14 calendar days from the course commencement date the student will be entitled to 50% refund of the course fee paid, less the \$500 administration fee.
- 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.
- If the student defers their course and cancels after the deferment period has expired, the fees paid during that period will be refunded less a \$500 administration fee.

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 RTO 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 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 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 application and fees**

Refund Application Process

- Students wishing to cancel their course must seek a refund by communicating their decision to the REIV in writing. A refund form will be sent to the student, who will then complete the Refund form and

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return it to RTO administration. 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 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 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 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.

Refund Quick Reference - Matrix

Timeframes	CPP41419 Certificate IV in Real Estate Practice CPP51119 Diploma of Property (Agency Management)
Prior to course start	A refund of fees paid less \$500 administration fee
Less than 14 days after the course start date	50% refund of fees paid less \$500 administration fee
More than 14 days after the course start date	No Refund