

Dear Student Name: _____

In order to make an informed decision about your course, please see below the relevant information. Should you have any further questions, please contact one of our training advisors.

Course Code & Title	BSB30115 - Certificate III in Business								
Qualification Status	Release 5 current as of 07/07/2020								
RTO	ASH Pty Ltd trading as Ashley Institute of Training				TOID	20749			
Entry Requirements	Funded students must meet funding requirements as listed below								
Third Party Providers	Ashley Institute of Training does not subcontract or use third party providers for the delivery, training or assessment of this course.								
Delivery Locations	Ashley Institute of Training Branch Locations: You must circle the option that applies to you. Gold Coast Ipswich Logan Central North Lakes Salisbury Other (state location): _____								
Duration	Minimum of 4 – 6 months								
Modes of Delivery	Face to face (classroom based) and practical training in a simulated environment								
Practical Placement	There is no practical placement component required for this qualification.								
Licensing	No licensing, legislative or certification requirements apply to this qualification at the time of publication.								
Course Fees	This qualification is delivered in conjunction with funding from the QLD Government as part of the Certificate 3 Guarantee and User Choice initiative. You must circle the option that applies to you.								
	Private - Full Fee Paying \$4,000 (includes a non-refundable deposit of \$400)								
	Certificate 3 Guarantee – Fee Free Training (Yr 12 Grads only, Yr12 Senior Certificate required) High Priority Qualifications Only \$0.00		Certificate 3 Guarantee Funded – Partial Exemption (Concession Card Required) \$12		Certificate 3 Guarantee Funded – Non-Concession \$24				
	User Choice Fee Free Training (Yr 12 Grads only, Yr12 Senior Certificate required) \$0.00		User Choice Full Exemption (FE) (Proof of Financial Hardship required) \$0.00 per nominal hour *		User Choice Partial Exemption (PE) † (Concession Card Required) \$0.64 per nominal hour *		User Choice No Exemption (NE) \$1.60 per nominal hour *		
	*User Choice (UC) Student Contribution Fees are calculated per nominal hour. Each unit in a qualification has set nominal hours. Units that students already hold and are credit transferred do not contribute to the total Nominal Hours and will not be included in the fees to be paid by the student, however they have not been excluded from the details below.								
	UC Total Nominal Hrs	395	UC Total Student Fees	FE	\$0.00	PE †	\$252.80	NE	\$632.00
	Terms of Payment: Payment to be made within 7 days of receiving invoice.								
	Who will be paying the Course Fees? (circle the option that applies to you)		Student			Employer ‡			
	‡ If Employer is paying Course Fees, ensure Employer Declaration is signed.								
Course Fees continued	† User Choice Partial Exemption Eligibility To be eligible for Partial Exemption for User Choice, student must be either: <ul style="list-style-type: none"> • The student is or will be under 17 years old at the end of February (of the year they are enrolled for training), and they are not at school or completed Y12. • The student holds a health care card/ pensioner card or is the partner or a dependant of a person who holds a health care card/ pensioner card, and is named on the card. 								

	<ul style="list-style-type: none"> The student provides a letter from the Commonwealth law confirming the student, his/her partner or the person of who the student is a dependant, is entitled to a health care card/ pensioner card; or The student is an Aboriginal or Torres Strait Islander person <p>The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees. For detailed information on course fees and how they are handled (e.g. refunds, payment options and cooling off periods), please see P-033.2 Fees Charges and Refunds Policy and Procedure which can be accessed via the RTO website.</p>
Other Fees	<p>Administration fees (\$Nil) Reassessment fees (\$250 per unit, please see our website) RPL fees (\$250 per unit, please see our website)</p>
Funding	<p>Circle the option that applies to you.</p> <p>This training IS IS NOT provided with State Government Funding. Enrolling in this course may impact your eligibility for future funding. Funded students enrolling into this course must be (tick each criteria you meet):</p> <ul style="list-style-type: none"> <input type="checkbox"/> 15 Years or over (no longer attending school) <input type="checkbox"/> Queensland Residency <input type="checkbox"/> Australian/New Zealand Citizens OR Australian Permanent Residence OR Temporary residence on the pathway to permanent residency <input type="checkbox"/> MUST NOT hold or be enrolled in a Certificate III or Higher qualification at the time of enrolment (Certificates completed while still at school are excepted - checks are completed to confirm) <p>It is a requirement of your funding that you complete and return the Training and Employment Survey within three months of completing or discontinuing your subsidised training. By signing this document you agree to meet this requirement.</p>
Other Information	<p>Your Student Information Guide contains general information about Ashley Institute of Training. For specific information on the following policies and procedures, see our website.</p> <ul style="list-style-type: none"> P-006.2 Complaints and Appeals P-017.2 Student Support P-025 Code of Conduct P-033.2 Fees, Charges, and Refunds P-039.2 Privacy and Personal Information P-048.2 Recognition P-019.2 Access and Equity P-057.2 Training and Assessment

- I understand my fee obligations have been discussed and details provided on this Statement of Fees
- I have been provided with a copy of the Student Information Guide which details all support services available to the students
- I understand that the marketing brochure I have been supplied with lists all the units of the course
- I confirm that my signature and date below confirm the date that I was provided with all this information
- If I am a Certificate 3 Guarantee funded student**, I also confirm I have been provided with a copy of, and read the Certificate 3 Guarantee Fact Sheet
- I confirm that I have had explained and been provided with D-350 User Choice Fees, Charges, Concessions, Refunds or D-351 Certificate 3 Guarantee/Higher Level Skills Fees, Charges, Concessions, Refunds that fully explains the Fees & Charges, Concessions Fees and Refunded Fees page for the User Choice or Certificate 3 Guarantee/Higher Level Skills for which I am eligible

Student Name _____

Signature _____

Date _____

Employer Declaration – *This declaration is to be filled out if the employer is paying the Course Fees on behalf of the student.*

- I understand my fee obligations as per the P-033.2 Fees Charges and Refunds Policy & Procedure on the RTO website.
- I understand that if the employment status of the student changes I must notify the RTO.

For employers of Trainees and Apprentices

- I confirm I have read and understood the Employer Information Guide.

Employer Name _____

Employer Position _____

Employer Signature _____

Date _____