

## FEE PAYMENT POLICY

Sydney Beauty and Dermal Institute as a Nationally Recognised Training Organisation is able to charge fee for services for qualifications and Units of Competency delivered separately to the traineeship and funded training arrangements.

### Enrolment fee

Each qualification requires the student to pay on submission of the enrolment form.

### International student

Full Qualification enrolment fee of 20% of course cost and a non-refundable administration fee of \$500.

### Domestic and funded learner

In cases whereby the required fee is in excess of \$1,500 an amount not exceeding \$1,500 will be collected with the outstanding amount to be collected over an established period to ensure that no more than \$1,500 is collected and retained at any one time.

### International course costs

Course code	Course title	Course cost
SHB60118	Advanced Diploma of intense pulsed light and laser for hair reduction	\$9,000
10781NAT	Advanced Diploma in cosmetic laser and light therapies	\$17,500
SHB50216	Diploma of salon management	\$9,000
SHB50115	Diploma of beauty therapy	\$17,500
SHB30215	Certificate III in make - up	\$6,500
SHB30115	Certificate III in beauty services	\$9,500

### Domestic course costs

Course code	Course title	Course cost
SHB60118	Advanced Diploma of intense pulsed light and laser for hair reduction	\$7,500
10781NAT	Advanced Diploma in cosmetic laser and light therapies	\$15,000
SHB50216	Diploma of salon management	\$6,500
SHB50115	Diploma of beauty therapy	\$15,000
SHB30115	Certificate III in beauty services	\$7,600

## Administration fee

Courses over \$5,000 incur an administration fee of \$500

Courses over \$1,000 and under \$5,000 incur an administration fee of \$150

Courses over \$500 and under \$1000 incur an administration fee of \$0

## Uniform cost

Students are required to purchase a uniform to comply with SBDI dress code at a cost of \$100 payable at the time of enrolment for full courses.

## Material fee

Course code	Course title	Material fee
SHB60118	Advanced Diploma of intense pulsed light and laser for hair reduction	\$100
10781NAT	Advanced Diploma in cosmetic laser and light therapies	\$100
SHB50216	Diploma of salon management	\$0
SHB50115	Diploma of beauty therapy	\$550
SHB30215	Certificate III in make - up	\$500
SHB30115	Certificate III in beauty services	\$500

Full payment of the remaining amount to be received no later than 3 months prior to completion of the enrolled course.

\*Payment plan options are available

\*Finance options are available through mac credit

\*Monthly Ezidebit payments options are preferred

## Late fee payment

It is the student's responsibility to pay course fees on time according to the payment plan agreed upon at the time of course enrolment, any late payments will incur a late fee penalty of 10% of the due payment amount from the past due date.

Should a student require an extension for their fee payments, they should apply in writing to the Head of Education and Training, at least two weeks prior to fee being due.

## Non-payment of fees – default and consequences clause

Should the payment not be made at the agreed date, the overdue account will be sent to a debt collection agency without any further notice. Matters which have been referred to the collection agency will not be handled by the institute and will be treated separately from any further accounts. Any costs incurred in the collection of fees are the responsibility of the student/ parent / guardian. The institute will not pay these fees.

A student with outstanding fees shall be suspended from undertaking any training and assessment services until such times as the outstanding arrears have been brought up to date.

Further conditions will apply to non-payment of fees including:

- Breach of student visa conditions which may result in reporting through PRISMS
- Non access to summary of assessment information
- Reported as non-attendance

## Fee protection

In the circumstance of Sydney Beauty and Dermal Institute being unable to provide services for which the student has prepaid, the student will be placed into an equivalent course such that:

- The new location is suitable to the student; and
- The student receives the full services for which they have prepaid at no additional cost to the student; or
- Be paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount

## Cooling off period

Student's shall be provided with sufficient materials and information including but not limited to marketing materials, enrolment form, direction to appropriate websites (i.e. [www.myskills.gov.au](http://www.myskills.gov.au)) so that they may make a fully informed decision about their enrolment into their choice of qualification and training organisation and as such the cooling off period being ten (10) working days expires on receipt of any initial payment and the initial enrolment will cease.

## Cancellations

Cancellations will be accepted with a full refund, less \$500 non-refundable administration fee up to 28 working days prior to course commencement of total course fees paid to date.

Cancellations will be accepted with a seventy-five (75) percent refund, of the enrolment fee, less \$500 non-refundable administration fee where the cancellation is less than 28 working days prior to course commencement of total course fees paid to date.

After course commencement or the issue of login details, no refund will be issued on any fees paid including enrolment fee and administration fee.

Student's leaving the course for personal reasons may defer and be eligible for re-entry at a date not later than 6 months from the original enrolment, at the same cost as the original enrolment.

## Institute-initiated cancellations

A full refund will be given if Sydney Beauty and Dermal Institute is unable to run a course on the dates stated at time of enrolment and no suitable course or alternative provider is available.

## Deferral/suspension

Students may apply for deferral or suspension of their studies if they have good reason for doing so (compassionate or compelling circumstances). It is at the discretion of Sydney Beauty & Dermal Institute to grant or decline any student's request for deferral or suspension of studies, in accordance with its documented procedures for assessing such requests.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing.

Students who request a deferral will not incur an administration fee however will remain responsible for all tuition fees and debts during the enrolment period as agreed upon in the fee payment advice.

Students leaving the course for personal reasons may defer or withdraw and be eligible for re-entry at a date not later than 6 months from the original enrolment, at the same cost as the original enrolment.

### Withdrawal

Application to withdraw from the enrolled course must be made in writing to the Head of Education and Training 28 days prior to the intended withdrawal date by completing the request for deferral cancellation or withdrawal form. Applications to withdraw from an enrolled course will incur a fee of \$500.

### Refunds

All applications for refunds or re-entry shall be lodged with the Head of Education and Training in writing by completing the request for refund form.

### No refund policy

We do not issue refunds if you:

- Simply changed your mind
- You misused the product or service in any way that contributed to the problem
- You asked for a service to be done in a certain way against the advice of the business or were unclear about what you wanted
- A problem with a service was completely outside of the business' control
- Commenced the course or logged into the course
- Had poor performance preventing you completing the course
- Non-attendance

### Change to course

- Should a student wish to change their course, the request must be made in writing to the Institute
- For any approved changes to downgrade a course after commencement of the course, a \$500 administration fee will apply
- No charge will apply should the student wish to upgrade to a higher course
- The enrolment fee is transferable to approved course less \$500 administration fee

All applications for refunds or re-entry shall be lodged with the Head of Education and Training in writing by completing the change of course form.

### Short Courses, Non – accredited Training, Units of Competency and Part Qualifications or Skill Sets

Sydney Beauty and Dermal Institute delivers a range of short courses, non – accredited training, Units of Competency and Part Qualifications or Skills Sets which are designed to upskill the learner and/or prepare them for further training. Each short course, non – accredited training, Unit of Competency or Part Qualification or Skill Set shall have a published commencement and completion date which is readily available and easily accessible by each potential learner.

Whilst these offerings are not a full qualification or in some circumstances not nationally recognised training, they still require significant input and preparation time.

As such the following applies to each enrolment:

- All courses must be paid for 14 days prior to the course start date, no exceptions
- No entry will be permitted into courses that are unpaid
- Enrolment applications for courses valued over \$500 and under \$1,000 must be accompanied by a non-refundable or non-transferable administration fee of \$50
- Enrolment applications for courses valued over \$1,000 and under \$5,000 must be accompanied by a non-refundable or non-transferable administration fee of \$150
- Enrolment applications for courses valued over \$5,000 must be accompanied by a non-refundable or non-transferable administration fee of \$500
- Each short course; Non-accredited training; Unit of Competency; Part Qualification or Skill Set will be paid for in full upon enrolment

**Note:** Online enrolments, short courses, Units of Competency and Part Qualifications or Skills Sets are considered commenced at the time we provide you with the login details and or course materials and as such no refund is applicable once the login details have been issued.

### Late enrolments

Enrolling for the course within seven (7) days of the commencement date is considered a late enrolment.

As such students enrolling late will be required to pay the full course fee at the time of enrolment and the following applies.

- No entry will be allowed into unpaid courses
- No refunds are given for cancellations

### Transfer to another short course, units of competency and non-accredited training

In certain circumstances at the discretion of SBDI you may be able to transfer from one course to another.

Course fees will be carried over to the new course, plus a 20% administration fee, to be paid by the student before the enrolment can be processed. Changing courses will only be possible subject to availability.

### Cancellation of a short course, units of competency and non-accredited training

If a course is cancelled by SBDI (e.g. the minimum number of students are not enrolled), an enrolled student will be moved to the course of their choice subject to suitability and no extra fees will be incurred

### Government and industry funding entitlements

Sydney Beauty and Dermal Institute is the holder of State, Commonwealth and Industry sponsored funding initiatives.

Each initiative is unique and requires specific criteria to be met for an individual to receive training under the initiative.

### **Smart and skilled**

Whereby a learner is deemed to be an eligible recipient of the Smart and Skilled Funding initiative, we are required to collect and retain the relevant learner fee as applicable under the terms of the agreement and the eligibility criteria applied to the learner.

No determination of the payment period can be pre-determined until such times as a notification of enrolment has been received.

### **Employer paid fees and charges**

Fees and charges paid by employers on behalf of clients are non-refundable