

Schedule of Fees and Charges

AMS Training is a Registered Training Organisation and operates in accordance with applicable legislation and the Standards for Registered Training Organisations. AMS Training is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services. We review our fees schedule regularly and endeavour to keep the cost of training down.

When and how do I pay?

Fees are payable to complete enrolments. The initial fee payment must be paid prior to commencing training.

Payment methods include online via www.amstraining.com.au, or www.amstraining-corporate.com.au direct deposit, credit card.

Can I get a refund Face to Face course?

Yes - If you give notice to cancel your Face-to-Face enrolment **7 business days** or more prior to the commencement of a program, will be entitled to a refund of fees paid.

Learners who give notice to cancel their Face-to-Face enrolment **6 business days** or less prior to the commencement of a program will not be entitled to a refund of fees.

If you give notice to cancel your Face-to-Face enrolment after a training program has commenced, you will not be entitled to a refund of fees.

If for any reason AMS Training is unable to fulfil its service agreement with a student, AMS Training must refund the student's proportion of fees paid for services not delivered.

Can I get a refund for an Online course?

Yes - If you give notice to cancel your online course prior to the commencement of the course, you will be entitled to a refund a small administration fee will apply to recover costs incurred by the RTO.

A participant may withdraw from their online course at any time. No refund will be issued after login to the Learning Management System has occurred.

How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

**Are my fees protected in case I need a refund?**

Yes - AMS Training has a responsibility to protect the fees paid by students. To meet this need, AMS Training will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. The subsequent payments are based on the costs of your training and assessment which is yet to be delivered. If the cost of the course is less than \$1500.00, the full amount will be requested before the program commences.

Do I pay GST in my tuition fees?

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for ‘professional or trade course’ is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

Changes to terms and conditions

AMS Training reserves the right to amend the conditions of the student’s enrolment at any time. If amendments are made that effect the student’s enrolment the student will be informed 7 days prior to changes taking effect.

Unit of competency Fees Face to Face.

Unit Code	Unit Descriptor	Fee
CPCCDE3014	Remove non-friable asbestos	\$350.00
CPCCDE3015	Remove friable asbestos	\$950.00
CPCCDE4008	Supervise asbestos removal	\$350.00
CPCWHS1001	Prepare to work safely in the construction industry	\$120.00
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	\$200.00
RIIWHS204D	Work safely at heights	\$225.00
RIIWHS202D MSMWHS217	Enter and work in confined spaces Gas Test Atmospheres	\$225.00
TLILIC0003	Licence to operate a forklift truck	\$430.00
TLILIC005	TLILIC0005 - Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	\$430.00
RIIMPO318F	Conduct civil construction skid steer loader operations	\$400.00
RIIMPO323E	Conduct civil construction dozer operations	\$1800.00
RIIMPO319E	Conduct backhoe/loader operations	\$400.00
RIIMPO324F	Conduct civil construction grader operations	\$1800.00
RIIHAN311F	Conduct operations with integrated tool carrier	\$400.00
RIIHAN309F	Conduct telescopic materials handler operations	\$400.00
CPCCLDG3001	Licence to Perform Dogging	\$999.00

Online Course Fees.

Unit Code	Unit Descriptor	Fee
RIIWH5204E	Work Safely at Heights - Online Refresher Course	\$140
RIIWH5202E	Enter and Work in Confined Spaces Online Refresher Course	\$140
MSMWH5217	Gas Test Atmospheres Online Refresher Course	\$80
RIIWH5202E RIIWH5204E	Enter and Work in Confined Spaces & Work Safely at Heights Online Refresher Course	\$280
RIIWH5202E MSMWH5217 RIIWH5204E	Enter and work in confined spaces & Gas Test Atmospheres & Work Safely at Heights Online Refresher	\$360



Online Courses Cancellation Fee.

Course	Fee
RIIWH5204E Work Safely at Heights - Online Refresher Course	\$2.51 Merchant Fee plus \$10.00 handling fee. Total fee \$12.51
RIIWH5202E Enter and Work in Confined Spaces Online Refresher Course	\$2.51 Merchant Fee plus \$10.00 handling fee. Total fee \$12.51
MSMWHS217 Gas Test Atmospheres Online Refresher Course	\$1.56 Merchant Fee plus \$10.00 handling fee. Total fee \$11.56
RIIWH5202E Enter and Work in Confined Spaces & RIIWH5204E Work Safely at Heights Online Refresher Course	\$4.55 Merchant Fee plus \$10.00 handling fee. Total fee \$14.55
RIIWH5202E Enter and work in confined spaces & MSMWHS217 Gas Test Atmospheres & RIIWH5204E Work Safely at Heights Online Refresher	\$5.65 Merchant Fee plus \$10.00 handling fee. Total fee \$15.65

Miscellaneous Charges

Re-issuing a certificate, qualification, or statement of attainment Via Standard Australian Post included.	\$10.00
Re-issuing a certificate, qualification, or statement of attainment Via Australian Post Express Post with Tracking.	\$20.00
Replacement of issued learning/reference workbook (per workbook) Via Standard Australian Post included.	\$55.00
One transfer will be accepted without charge where AMS Training has been notified in writing at least 10 working days prior to the scheduled commencement date. All subsequent transfers will attract an administration charge.	\$55.00
Re-assessment fee	As per the Unit of competency cost.
Note: Students will be offered one (1) assessment opportunities during a normal training program with an additional one available if deemed Not Yet Competent. The re-assessment fee will only apply if the student chooses to persist to demonstrate competence and complete the qualification or Unit of competency. The re-assessment service includes re-training to prepare the student for the re-assessment.	