



Schedule of Fees and Charges

International students

RTO Code: 31915

CRICOS Code: 03320D

Future Academy

Future Academy Pty Ltd The Trustee for Future Academy Trust t/a Future Academy Pty Ltd in 398 Chapel Rd Bankstown NSW 2200 is a Registered Training Organisation and operates in accordance with applicable legislation and the Standards for NVR Registered Training Organisations. Future Academy 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 when you receive notification of enrolment. Fees must be paid in full within 5 days of receiving this notification from Future Academy. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card via Pay Pal. Payment details and authorisation form is attached to the enrolment form.

Can I get a refund?

Yes -

A full refund, (minus refund processing fee of \$250 and non-refundable application processing/enrolment fees of \$200) will be granted to students in the following situations:

The applicant is unable to obtain a visa from an Australian Diplomatic office. Compassionate or compelling circumstances which are out of the student's control, such as illness or disability, prevent the student from undertaking the course. This may include the death of a close family member of the student (parent, sibling, spouse or child).

Other special or extenuating circumstances, including political, civil or natural events that prevent the student from taking the course, may also be accepted at the discretion of college management.

If a student wishes to apply for a refund under certain circumstances, which are not covered under full refund, he/she may be eligible for a partial refund. The amount of partial refund is determined by the date of receipt of notice of withdrawal. Partial refunds (minus refund processing fee of \$250 and non-refundable application fees of \$200) will be given as follows:

- If a request for a refund is given to Future Academy 28 days or more before the commencement date of the course, students will receive full refund minus refund processing fee of \$250 and non-refundable application fees of \$200. This is not applicable if the student first defers the course and then applies for refund within the stipulated timeframe. If this occurs then the student is only eligible for a 50% refund of the tuition fee provided that he/she applies for refund 28 days or more before the course commencement date.
- If a request for a refund is given less than 28 days before the commencement date or on the commencement date of the course, student will not be eligible for a refund of any of the tuition fee paid.
- Students who withdraw from a course after commencement date will not be eligible for refund and will be liable for the rest of the course fees as they have entered into financially binding agreement. They will be liable as well for \$500 cancellation fees for any other E-CoE issued.
- Students who didn't commence will not be eligible for any refund and will remain liable for the rest of the course fees as they have entered into financially binding agreement. They will be liable as well for \$500 cancellation fees for any other E-CoE issued.
- Students who fail to meet the course entry requirements or the offer letter conditions will be only eligible for refund of all fees paid less than \$500 contract cancellation fees.
- False or misleading information in your application or during your course of study automatically disqualifies you from any refunds
- If the student applies for deferral first and then reapplies for refund of course fee, then partial refund policy of 25% of the fees paid

Student Default

Future Academy will refuse to provide a refund or continue to provide a course to a student due to:

- Failure to pay an amount he or she was liable to pay to Future Academy directly or indirectly in order to undertake a course.
- The student breached a condition of his or her student visa;
- Misbehaviour by the student or under strict disciplinary action.

Provider Default

Future Academy will have transfer arrangements put in place through the TPS and full refunds will be issued (minus processing fees and non-refundable fees) should the institute default due to the following:

- The Institute ceasing operations
- The course enrolled in does not begin on the agreed commencement date.
- The course enrolled in ceases to be provided at any time after it commences but before it is completed.
- The course enrolled in is not provided in full to the student because a sanction (restriction) has been imposed on the registered provider.

Protection of fees paid in advance

Future Academy protects the fees that are paid in advance by international students. For international student fee protection is ensured as follows:

All course fees will be held in a separate bank account that can only be drawn down when the student commences. The course fees are held separately from the day-to-day operating expense accounts, so that if a refund is payable before the student commences, the refund can be made in full and in a timely way without impact on the financial operations of the business or recourse to the tuition protection system.

Future Academy does not require international students to pay more than 50% of course fees prior to course commencement. The remaining 50% will be collected no earlier than 2 weeks prior to the commencement of the second study period.

Future Academy pays into the Tuition Protection Scheme (TPS) provided by the Australian Government.

Fees and refund information

Prospective and current students are advised of the fees associated with a course on the Student Agreement. In compliance with Clause 5.3 of the Standards, this is provided prior to enrolment or commencement of training, whichever is first.

For international students, fee information is always provided prior to enrolment as per the requirements of the National Code 2018 Standard 3. Fee information provided to international students includes:

- All relevant fee information, including fees that must be paid and payment terms
- Details of the potential for fees to change during the student's course as relevant
- Deposits and refund information and conditions relating to these
- The learner's rights as a consumer including any cooling off period
- Refund information is outlined in the Student Agreement and in the Student Handbook.
- Fees will only be collected once a signed copy of the signed Student Agreement is received by Future Academy.

Inclusions in course fees

Unless otherwise specified, course fees include all the training and assessment required for students to achieve the qualification or course in which they are enrolling. Course fees will clear itemise tuition, as well as non-tuition fees.

Course fees do not include required learning materials. These are at an additional cost \$150 each term, as outlined on the Course Outline.

Course fees include the issuance of a testamur and record of results and/or statement of attainment. For additional copies or re-issuing of any of these documents an additional fee is applicable. This fee is currently \$50 per request.

Course fees do not include Overseas Student Health Cover or optional extras such as airport pickups. These fees are at an additional cost as outlined in the letter of offer.

Late payments

International students will be charged \$200 late fee for overdue tuition fees for 1-5 working days and if the tuition fees are overdue more than 5 working days \$400 late fee will be charged. Students who do not pay their fees will be reported to DET via PRISMS under student default.

Refunds

All course fees, include a non-refundable deposit / enrolment fee which is outlined on the Course Outline. The deposit is non-refundable except in the unlikely situation where Future Academy is required to cancel a course due to insufficient numbers or for other unforeseen circumstances. In this case, students will receive a full refund of their deposit.

Students who withdraw from a course and wish to seek a refund or have the amount they owe on their fees reduced, must apply to Future Academy in writing, outlining the details and reason for their request. Students who have not completed a withdrawal form are not eligible for consideration of a refund or reduction in fees.

Our guarantee

If for any reason Future Academy is unable to fulfil its service agreement with a student, Future Academy will refund the total fees paid by the student for any services not yet delivered. Future Academy is committed to deliver quality training and assessment and will work with students who require individual assistance to successfully complete the training program.

Changes to terms and conditions

Future Academy 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.



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SCHEDULE OF FEES AND CHARGES

Non-refundable enrolment fee \$200 + \$150 material fee each term plus

Any chosen training program in the following:

BSB51915 Diploma of Leadership and Management 52 Weeks (4 Terms)	Tuition Fee: \$5,900 .00	
	Instalment Number	Amount (\$AUD)
	1st Payment	\$ 1,400 + (\$200 enrolment fee*)
	2nd Payment	\$ 1,700 Including material fee
	3rd Payment	\$ 1,700 Including material fee
	4th Payment	\$ 1,700 Including material fee
		Total: \$6,700
BSB61015 Advanced Diploma of Leadership and Management 78 Weeks (6 Terms)	Tuition Fee: \$7,900 .00	
	Instalment Number	Amount (\$AUD)
	1st Payment	\$ 1,800 + (\$200 enrolment fee*)
	2nd Payment	\$ 1,400 Including material fee
	3rd Payment	\$ 1,400 Including material fee
	4th Payment	\$ 1,400 Including material fee
	5th Payment	\$ 1,400 Including material fee
6th Payment	\$ 1,400 Including material fee	
		Total: \$9,000
CHC50113 Diploma of Early Childhood Education and Care 104 Weeks (8 Terms)	Tuition Fee: \$13,500 .00	
	Instalment Number	Amount (\$AUD)
	1st Payment	\$ 1,800 + (\$200 enrolment fee*)
	2nd Payment	\$ 1,850 Including material fee
	3rd Payment	\$ 1,850 Including material fee
	4th Payment	\$ 1,850 Including material fee
	5th Payment	\$ 1,850 Including material fee
	6th Payment	\$ 1,850 Including material fee
	7th Payment	\$ 1,850 Including material fee
	8th Payment	\$ 1,800 Including material fee
		Total: \$14,900

Payment schedules for each qualification must be set up to ensure that no more than \$1500 is collected in advance from any student at any time for services that have not yet been delivered. This must be the case for fees collected prior to the course commencing, and for any fees collected during the course.

Note.

- All training tuition fees are exempt from the payment of GST. No GST included.
- Future Academy payment terms are 5 days. An invoice will be issued in advance of all courses and is required to be paid to allow for commencing the course.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.
- * Future Academy only charge enrolment fee ones to package courses.

Miscellaneous Charges	Amount in \$
Re-issuing a certificate, qualification or statement of attainment	\$50.00 (Incl. GST)
Replacement of issued learning/reference workbook(per workbook)	\$50
Re-assessment fee	\$300.00(GST exempt)
Refund Processing Fee	\$250
Note: Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.	



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