

Training Fees and Refunds

Blueprint Career Development

1 Policy

Blueprint Career Development will ensure that when students enroll in a course, they (and their employer, if applicable) are fully aware of the Training Fees and Refund policy.

2 Purpose

To ensure that students and organizations are aware of the training fees before the commencement of training. Training fees and charges cover such costs for facilitation, administration, learning resource materials and equipment required for training may apply.

To provide a refund policy that is fair and equitable to participants and which protects Blueprint Career Development's reputation as a training organisation of high standing.

3 Scope

Applies to all students including, self-funded and employer supported students or trainees undertaking commercial programs or traineeships with Blueprint Career Development.

Blueprint Career Development staff responsible for sales, financial management and administration must have a good understanding of this policy.

4 Procedures

COURSE FEES

A fee summary will be provided prior to enrolment. Fees paid at the point of enrolment in any course will not exceed \$1500pp. Fees paid in advance will not exceed a further \$1500pp.

REFUNDS

Under certain circumstances, refunds may apply to students who have paid the required training fees, but for certain reasons are unable to commence or complete the training program.

Should Blueprint Career Development cancel any training program, all participants are entitled to a full refund or a transfer of the funds paid to another training program.

All refund applications are administered and approved by the company Director.

Blueprint Career Development, as authorised by the Director, will provide refunds to learners who have paid the required learner training fees, but for certain reasons are unable to complete the training program.

Blueprint Career Development management guarantees the organisation's sound financial position and safeguards that training fees are only deemed to be cleared and available when the training/assessment services have been rendered.

COMMERCIAL TRAINING

1. Any fee payable by the individual, school or employer must be paid in full fourteen (14) days prior to the commencement of the course of study unless the Director has approved a prior credit arrangement.
2. If credit has been approved, Blueprint Career Development will invoice immediately upon course commencement. Invoices will reflect fees for the number of students initially enrolled and must be paid within fourteen (14) days.
3. Blueprint Career Development may charge an additional 1% per month of overdue invoices to cover the cost of administration and financial record keeping.
4. Students are entitled to a 75% refund of fees, irrespective of the reasons, if they cancel or withdraw from a scheduled program more than five (5) working days prior to the scheduled commencement date.
5. Students are entitled to a 50% refund of fees, irrespective of the reasons if they cancel or withdraw from a scheduled program less than five (5) working days prior to the scheduled commencement date.
6. Students are not entitled to a refund if they cancel or withdraw after a course has commenced unless exceptional circumstances apply.
7. Exceptional circumstance refunds must be sought and negotiated on an individual basis with Management.
8. Refunds will not include the administration and enrolment fee component of the paid fees.
9. Cancellation of the training program will only be accepted in writing. The date of cancellation will be determined as the receipt date of the correspondence.
10. The learner will be notified of the refund in writing. A refund will be issued within fourteen (14) days of the receipt and acceptance of the cancellation.
11. Should Blueprint Career Development cancel any training program, students are entitled to a full refund or a transfer of the funds paid to another current or future training program.

TRAINEESHIPS

1. In some instances, Blueprint Career Development will charge a minimal administration fee immediately upon trainee signup. This administration fee is not refundable.
2. Employers are advised of all training fees during the sales process and are required to acknowledge their understanding and agreement by signing the "AD3 - Client Organisation Information and Agreement form".
3. Employers are invoiced for 50-100% of training costs by Blueprint Career Development six (6) months after a trainee commences their traineeship.

4. Employers are invoiced the remaining applicable training fees upon completion of the training.
5. Employers are not eligible for a refund of the first invoice/payment if, for any reason, the traineeship does not continue to completion.
6. Refunds may be sought and negotiated on an individual basis with Management if extenuating circumstances lead to the cancellation or withdrawal of a trainee from a traineeship program.