

# Fee Schedule

Current as at September 2020

CHC62015 Advanced Diploma of Community Sector Management	
Blended Delivery	\$7000 [Payment details and due dates are issued when enrolment is confirmed]
Recognition of Prior Learning	Price on application [One payment of \$1500 at enrolment and the balance in 2 months]

## Individual units of competency

CHCPRT001 Identify and respond to children and young people at risk+	
Face to Face Workshops	\$250 members \$275 non-members
Scheduled Webinars	\$200 members \$225 non-members
Online Self-Paced	\$190 members \$215 non-members
Customised Training (at your location)	Price on application. Please contact CELA at <a href="mailto:training@cela.org.au">training@cela.org.au</a> or (02) 8922 6444 or Free Call 1800 157 818
<p>This Child Protection unit is required for Nominated, Certified and Authorised Supervisors. + Please note that to complete this unit you must be working and/or volunteering within an organisation that educates and cares for children and young people</p>	

## Additional Fees

- ▶ To receive a refund on workshops, requests must be given no less than five (5) working days prior to commencement of training. If request is received less than five (5) working days before training commences, then a \$10 administration fee will be charged per individual booking. If a student fails to attend training, no refunds will be given.
- ▶ To receive a refund on full qualifications, requests must be given at least twenty (20) working days prior to the commencement of the course. Any materials received must be returned in original condition, otherwise a material fee of \$40 will be charged before a refund is given.
- ▶ Pro-rata refunds will be given on full qualifications as follows:
  - » Where 20% or less of the course has been provided to the student a 100% refund less \$200.00 administration fee will apply.

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- » Where less than 50% of the course has been provided to the student a 50% refund less \$200.00 administration fee will apply.
- » Where 50% or more of the course has been provided to the student, no refund will apply. All outstanding fees will remain payable.
- ▶ CELA will provide a full refund if CELA cancels a course. The refund will be provided to the Payee within seven (7) working days of the refund being approved by CELA. If a course is cancelled by CELA, CELA will endeavour to find alternative training for the participant where applicable. No fee will be charged if a student re-enrols into a future CELA training course.
- ▶ No refunds will be given to a student that does not progress through the course, in line with CELA policies and procedures.
- ▶ If a participant is unable to attend a workshop (face-to-face or distance), a replacement participant may be nominated. Notice must be given three (3) working days before training commences. Changes made between three (3) days and day of training, will incur a \$20 administration fee per participant.
- ▶ Participants requesting a replacement testamur will be charged \$25. Testamurs will be emailed to participants to the email address nominated upon enrolment.
- ▶ If a student has been deemed Not Yet Satisfactory (NYS) for an assessment, the first re-submission will be at no cost to the student. A second re-submission will incur a \$25 fee for each assessment re-submitted.

## Important Information

- ▶ If you have any questions, contact [training@cela.org.au](mailto:training@cela.org.au) before enrolling into training. This document is an outline and not a contract between a student and CELA.
- ▶ Course Overviews with further information are available on request.
- ▶ All fees are inclusive of tuition and course materials, unless stipulated otherwise.
- ▶ Any refunds given will be done so using the same method that fees were received.
- ▶ Payment must be paid or invoiced at time of enrolment (first payment) and as per conditions of invoice. CELA do not accept payments greater than \$1500 prior to course commencement. Dates for further payments will be given to participants once confirmation of enrolment takes place.
- ▶ CELA is closed for all NSW Public Holidays. Compensation will not be offered for training that falls on these days (full qualifications only).
- ▶ CELA reserves the right to make reasonable adjustments to the fees schedule at any time, without notice.
- ▶ CELA will collect personal information that is required for enrolment only and will be treated confidentially at all times. See Privacy Policy for more information.
- ▶ Please also see Community Child Care Co-operative's Fee and Refund Policy [www.cela.org.au](http://www.cela.org.au)



### FURTHER INFORMATION

- ▶ Visit our website at [www.cela.org.au](http://www.cela.org.au)
- ▶ Contact us on 02 8922 6444 or email [training@cela.org.au](mailto:training@cela.org.au)

