



Fees and Charges

Payment terms

If you are in a Fee for Service program (no government funding) costs associated with your particular program should be paid in full prior to the commencement of the program. Should you not be able to pay the full amount of the cost prior to commencement, Spectrum Training can offer a range of payment options.

For Government subsidized program you are required to pay any student contribution fees prior to the commencement of the course. Should you not be able to pay the full amount of the cost prior to commencement, Spectrum Training can offer a range of payment options.

Refund of fees

Your fees will be refunded to you under the following conditions:

Reason for refund	Notification period	Refund amount
You withdraw from the course	More than 14 days of the course commencing	Full refund less 10% administrative fee
	Within 14 days of the course commencing	Full refund less 20% administrative fee
	After the course commences	No refund, unless you can provide a medical certificate for illness or show extreme personal hardship. If you think you are able to re commence your course within six months of withdrawing, you are able to use the original fee as a credit towards that course. This is subject to course availability.
Spectrum cancels a course	Any time	Full refund



Time frames to complete

The timeframes for completion of a program varies greatly depending on the particular course in which you are enrolled. You will be informed of the length of the program and the timeframes associated with it by your training coordinator, should you feel you may require additional time or support please discuss this with your coordinator as soon as possible.

If you are in a Government subsidized program and you exceed the maximum timeframe set out in the funding agreement you may become liable for costs associated with the delivery of the remaining components of the course in question.

Replacement qualifications or statements of attainment

For any replacement qualification or statements of attainment a fee of \$30.00 plus GST will apply. This must be made prior to the re issuing of the qualification or statement of attainment being reissued.

Additional Assessment Charge

All participants may submit assessment materials for marking on three separate occasions (original submission + two resubmissions) for each unit of competency without charge. Should you be required to submit assessment materials for marking on more than three occasions an additional fee will be charged. This fee will be 1% of the listed fee for service cost of the course which contains the unit of competency in question.

Issuance of Qualification of Statement of Attainment

No student will be issued with a Qualification, Testamur or Statement of Attainment prior to all fees and charges associated with the program in question have been paid in full.