

Dear Student Name: \_\_\_\_\_

In order to make an informed decision about your course, please see below the relevant information. Should you have any further questions, please contact one of our training advisors.

<b>Course Code &amp; Title</b>	BSB30120 - Certificate III in Business		
<b>Qualification Status</b>	Current as at 25/Jan/2022		
<b>RTO</b>	ASH Pty Ltd trading as Ashley Institute of Training	<b>TOID</b>	20749
<b>Entry Requirements</b>	Funded students must meet funding requirements as listed below. Additionally, students will need access to the following: * Computer/Laptop/Tablet * Internet access fast enough to stream video content.  This course is delivered using digital technology and requires students to have an intermediate level of digital literacy to be able to participate fully in the program.		
<b>Delivery Locations</b>	<b>You must tick the location that applies to you.</b> <input type="checkbox"/> Gold Coast <input type="checkbox"/> Ipswich <input type="checkbox"/> Logan Central <input type="checkbox"/> North Lakes <input type="checkbox"/> Salisbury <input type="checkbox"/> Other (state location): _____		
<b>Duration</b>	Minimum of 4 - 6 months		
<b>Modes of Delivery</b>	Face-to-face (classroom based) via an online platform and practical training.		
<b>Practical Placement</b>	There is no practical placement component required for this qualification.		
<b>Licensing</b>	No licensing, legislative or certification requirements apply to this qualification at the time of publication.		
<b>Course Fees</b>	<b>You MUST tick the applicable option to you.</b>  <input type="checkbox"/> <b>Private – Full Fee Paying \$4000.00</b> (Includes a non-refundable deposit of \$400.00)		
<b>This qualification is delivered in conjunction with funding from the QLD Government as part of the Certificate 3 Guarantee initiative.</b>	<b>Certificate 3 Guarantee Funded Course Fee Options</b>		
	<input type="checkbox"/> <b>Non-Concession Holders \$26.00</b> <input type="checkbox"/> <b>Concession Card Holders \$13.00</b>		
	<b>Terms of Payment:</b> Payment to be made within 7 days of receiving invoice.  <b>Who will be paying the Course Fees?</b> <input type="checkbox"/> <b>Student</b> Tick the option that applies to you. <input type="checkbox"/> <b>Employer ‡</b>		
	‡ If Employer is paying Course Fees, ensure Employer Declaration is signed.		
<b>Recognition of Prior Learning (RPL)</b>	Recognition of Prior Learning (RPL) is available for \$250.00 per unit. See the P-048.2 Recognition Policy on the website for more information.		
<b>Other Fees</b>	Administration fees (\$0.00) Reassessment fees (\$250.00 per unit) Reprint of Cert (\$85.00)		
<b>Funding</b>	<b>Please tick the option that applies to you.</b> This training <input type="checkbox"/> <b>IS</b> <input type="checkbox"/> <b>IS NOT</b> provided with State Government Funding.		

Enrolling in this course may impact your eligibility for future funding.

By ticking all of the below, this confirms that you are fully informed and understand your fee obligations as a student and that ASH have provided you with the information to make a choice to proceed if you are eligible for funding.

- 15 Years or over (no longer attending school)
- Queensland Residency
- Australian/New Zealand Citizens OR Australian Permanent Residence OR Temporary residence on the pathway to permanent residency
- MUST NOT** hold or be enrolled in a Certificate III or Higher qualification at the time of enrolment (Certificates completed while still at school are accepted - checks are completed to confirm)

**Other Information**

- I understand my fee obligations have been discussed and details provided on this Statement of Fees
- I have been provided access to the Student Information Guide which details all support services available to the students
- I understand that the marketing brochure I have been supplied with, lists all the units of the course
- I confirm that my signature and date below confirm the date that I was provided with all this information

Ashley Institute of Training does not subcontract or use third party providers for the delivery, training, or assessment of this course.

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment.

For detailed information on course fees and how they are handled (e.g., refunds, payment options and cooling off periods), please see P-033.2 Fees Charges and Refunds Policy and Procedure which can be accessed via the RTO Website.

<b>Student Name:</b>		<b>Date:</b>	
<b>Signature:</b>			

**Employer Declaration** – This declaration is to be filled out if the employer is paying the Course Fees on behalf of the student.

- I understand my fee obligations as per the P-033.2 Fees Charges and Refunds Policy & Procedure on the RTO website.
- I understand that if the employment status of the student changes I must notify the RTO.

**For Employers of Trainees and Apprentices**

- I confirm I have read and understood the D-005.2 Employer Information Guide.

<b>Employer Name:</b>		<b>Employer Position:</b>	
<b>Signature:</b>		<b>Date:</b>	