

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                                                                                                                                                                                                                                                                                                                                                                               | Release Number: 2 | Release Date: 25/01/2022         |
| <b>RTO</b>                                                                                                                                                                                           | ASH Pty Ltd trading as Ashley Institute of Training                                                                                                                                                                                                                                                                                                                                   |                   | TOID 20749                       |
| <b>Entry Requirements</b>                                                                                                                                                                            | Funded students must meet funding requirements as listed below. Additionally, students will need access to the following: <ul style="list-style-type: none"> <li>Computer/ Laptop/ Tablet</li> <li>Internet access fast enough to stream video content</li> </ul>                                                                                                                     |                   |                                  |
| <b>Delivery Locations</b><br><i>Tick ONE option &amp; Write Location if Other</i>                                                                                                                    | <input type="checkbox"/> Salisbury <input type="checkbox"/> Ipswich <input type="checkbox"/> Logan Central <input type="checkbox"/> North Lakes<br><input type="checkbox"/> Other _____                                                                                                                                                                                               |                   |                                  |
| <b>Course Fees</b><br><i>This qualification is delivered in conjunction with funding from the QLD Government as part of the Career Start Initiative &amp; also Specific Cohort-targeted programs</i> | <b>You MUST tick the applicable option to you.</b>                                                                                                                                                                                                                                                                                                                                    |                   |                                  |
|                                                                                                                                                                                                      | <input type="checkbox"/> <b>Private – Full Fee Paying \$2,400</b><br>(Includes a non-refundable deposit of \$400.00)                                                                                                                                                                                                                                                                  |                   |                                  |
|                                                                                                                                                                                                      | <b>OR Career Start- General Pathway Funded Course Fee Options</b>                                                                                                                                                                                                                                                                                                                     |                   |                                  |
|                                                                                                                                                                                                      | <input type="checkbox"/> <b>Non-Concession Holders \$52.00</b><br><input type="checkbox"/> <b>Concession Card Holders \$26.00</b>                                                                                                                                                                                                                                                     |                   |                                  |
|                                                                                                                                                                                                      | And if they are eligible for the below initiatives, please tick <b>ONE</b> :<br><input type="checkbox"/> <b>Skilling Queenslanders for Work Initiative</b> (Require letter of eligibility from Community Based Organisation for ASH as the SAS provider)*                                                                                                                             |                   |                                  |
|                                                                                                                                                                                                      | <b>OR Career Start- Apprenticeship/Traineeship Funded Course Fee Options</b><br>(Total Nominal Hrs: 515)                                                                                                                                                                                                                                                                              |                   | <b>Total Course Fees Payable</b> |
|                                                                                                                                                                                                      | <input type="checkbox"/> <b>No Exemption \$1.60 per nominal hour</b>                                                                                                                                                                                                                                                                                                                  |                   | <b>\$824.00</b>                  |
|                                                                                                                                                                                                      | <input type="checkbox"/> <b>Full Exemption \$0.00 per nominal hour</b>                                                                                                                                                                                                                                                                                                                |                   | <b>\$0.00</b>                    |
|                                                                                                                                                                                                      | <input type="checkbox"/> <b>Partial Exemption 40% \$0.64 per nominal hour</b>                                                                                                                                                                                                                                                                                                         |                   | <b>\$329.60</b>                  |
|                                                                                                                                                                                                      | *Career Start- Apprenticeship/Traineeship Student Contribution Fees are calculated per nominal hour. Each unit in a qualification has set nominal hours. Units that students already hold and are credit transferred do not contribute to the total Nominal Hours and will not be included in the fees to be paid by the student, however they have not been excluded from the above. |                   |                                  |
| <b>Course Fees Payable by</b><br><i>Tick ONE option</i>                                                                                                                                              | <input type="checkbox"/> <b>Student</b> <input type="checkbox"/> <b>Employer *</b><br>*(If ticked, please ensure Employer Declaration is signed.)                                                                                                                                                                                                                                     |                   |                                  |
| <b>Payment Terms</b>                                                                                                                                                                                 | <input type="checkbox"/> <b>Job Network/ Other</b><br>Payment to be made within 7 days of receiving invoice.                                                                                                                                                                                                                                                                          |                   |                                  |

**Course Fees Funding  
Eligibility Info**
**Career Start- Apprenticeship/Traineeship Full Exemption Eligibility**

To be eligible for Full Exemption for Career Start- Apprenticeship/Traineeship, student must be either one or more of the following:

- The student is in extreme financial hardship (proof would be required)
- where credit transfer/national recognition has been applied to a unit of competency/module
- the participant is a school-based apprentice or trainee
- the participant is undertaking a qualification as part of the Skilling Queenslanders for Work – Work Skills Traineeship program

**Career Start- Apprenticeship/Traineeship Partial Exemption Eligibility**

To be eligible for Partial Exemption for Career Start- Apprenticeship/Traineeship, student must be either:

- The student is or will be under 17 years old at the end of February (of the year they are enrolled for training), and they are not at school or completed Y12.
- The student holds a health care card/ pensioner card or is the partner or a dependant of a person who holds a health care card/ pensioner card and is named on the card.
- The student provides a letter from the Commonwealth law confirming the student, his/her partner, or the person of who the student is a dependant, is entitled to a health care card/ pensioner card; or
- The student is an Aboriginal or Torres Strait Islander person

**30Recognition of Prior  
Learning (RPL) &  
Reassessment Fees Table**

| Qualification Level | Amount (\$) per unit |
|---------------------|----------------------|
| Cert III level      | \$250.00             |
| Cert IV level       | \$270.00             |
| Diploma level       | \$300.00             |

See P-057.2 Training and Assessment Policy & Procedure for more information.

**Student Non-Tuition Fees**

Administration fees (\$0.00)

Resource fees (\$0.00)

Reprint of Cert/Award (\$85.00)

**Course Funding  
Eligibility Info  
Acknowledgement of  
Obligations**

**Please tick the option that applies to you.**

This training ☐ **IS** ☐ **IS NOT** provided with State Government Funding.

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

By ticking all 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)
- ☐ Permanently reside in Queensland
- ☐ Australian/New Zealand Citizens OR Australian Permanent Residence OR Temporary residence on the pathway to permanent residency
- ☐ **MUST NOT** hold a certificate III or higher qualification completed within the last 10 years (qualifications completed as a school student and foundation skills qualifications do not count)
- ☐ **MUST NOT** be enrolled in another qualification, even if it is on hold or deferred, whether funded by DTET or not (foundation skills qualifications do not count).

**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 confirm that my signature and date below confirm the date that I was provided with 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>              |  |