

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>	CHC32015 Certificate III in Community Services		
<b>Qualification Status</b>	Current; Release 2; 08/Dec/2015		
<b>RTO</b>	Tracmin Pty Ltd trading as Tracmin. TOID: 51895		
<b>Entry Requirements</b>	Police Clearance is required. Working with Children's check or State equivalent		
<b>Third Party Providers</b>	Tracmin does not subcontract or use third party providers for the delivery, training, or assessment of this course.		
<b>Delivery Locations</b>	Tracmin Branch Locations: <b>You must circle the option that applies to you.</b> Gosnells                      Maddington                      Other: _____		
<b>Duration</b>	4 ½ months		
<b>Modes of Delivery</b>	Face to face (classroom based) and practical training.		
<b>Practical Placement</b>	Nil hours of practical placement		
<b>Licensing</b>	No licensing, legislative or certification requirements apply to this qualification at the time of endorsement.		
<b>Course Fees</b>	This qualification is delivered in conjunction with funding from the WA Government as part of the Jobs and Skills initiative. <b>You must circle the option that applies to you.</b>		
	<b>Concession</b> \$254.40	<b>Non-Concession</b> \$858.60	<b>Students Aged 15-24 Years</b> \$400.00
	<b>Full Fee Waiver</b> \$0.00		
	<b>Terms of Payment:</b> Payment to be made in full within 7 days of receiving invoice.		
	If a payment plan has been created, a minimum of 8 weeks from the commencement of the unit will be given to finalise payment. Students who have fallen behind in their payments, will not be enrolled in additional units unless arrangements have been made.		
	The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees. For detailed information on course fees and how they are handled (e.g., refunds, payment options and cooling off periods), please see <b>P-033.4 Fees Charges and Refunds Policy and Procedure</b> which can be accessed via the RTO Website.		

<b>Recognition of Prior Learning (RPL)</b>	Recognition of Prior Learning (RPL) is available for \$250.00 per unit. See the P-048.4 Recognition Policy on the website for more information.
<b>Other Fees</b>	Administration fees (\$0.00) Resource fees (\$0.00) Reassessment fees (\$250.00 per unit) Recognition of Prior Learning (RPL) (\$250.00 per unit)
<b>Funding</b>	<b>You must circle the option that applies to you.</b> This training <b>IS IS NOT</b> provided with State Government Funding. Enrolling in this course may impact your eligibility for future funding.
<b>Other Information</b>	Your Student Information Guide contains general information about Tracmin. For specific information on the following policies and procedures, see our website. <ul style="list-style-type: none"> <li>▪ P-006.4 Complaints and Appeals</li> <li>▪ P-017.4 Student Support</li> <li>▪ P-025.4 Code of Conduct</li> <li>▪ P-033.4 Fees, Charges, and Refunds</li> <li>▪ P-039.4 Privacy and Personal Information</li> <li>▪ P-048.4 Recognition</li> <li>▪ P-019.4 Access and Equity</li> <li>▪ P-057.4 Training and Assessment</li> </ul>

I understand my fee obligations and have been provided with a copy of the D-001.4 Student Information Guide.

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