

## Pivotal Training and Development Schedule of Fees and Charges 2017

### Course Fees

COURSE NAME		DURATION	AMOUNT
<b>Business</b>	BSB40615 Certificate IV in Business Sales	65 weeks	\$5,460.00
	BSB41415 Certificate IV in Work, Health and Safety	57 weeks	\$5,350.00
	BSB42015 Certificate IV in Leadership and Management	65 weeks	\$5,740.00
	BSB51915 Diploma of Leadership and Management	90 weeks	\$7,520.00
<b>Food Processing</b>	FDF10111 Certificate I in Food Processing	30 weeks	\$2700
	FDF20111 Certificate II in Food Processing	52 weeks	\$5,440.00
	FDF30111 Certificate III in Food Processing	91 weeks	\$6,810.00
	FDF40110 Certificate IV in Food Processing	104 weeks	\$11,980.00
<b>Pharmaceutical Manufacturing</b>	FDF10210 Certificate I in Pharmaceutical Manufacturing	32 weeks	\$2800
	FDF20211 Certificate II in Pharmaceutical Manufacturing	57 weeks	\$5700
	FDF30210 Certificate III in Pharmaceutical Manufacturing	79 weeks	\$6,300.00
<b>Process Manufacturing</b>	MSM30116 Certificate III in Process Manufacturing	87 weeks	\$6,810.00
<b>Competitive Systems and Practice</b>	MSS30316 Certificate III in Competitive Systems and Practice	52 weeks	\$6,160.00
	MSS40316 Certificate IV in Competitive Systems and Practice	68 weeks	\$5,980.00
<b>Transport &amp; Logistics</b>	TLI31616 Certificate III in Warehousing Operations	83 weeks	\$6,250.00

### Course Fee Information

<b>Enrolment Fee</b>	Nil
<b>Total Course Fee</b>	<ul style="list-style-type: none"> <li>• Fees are not levied for credit transfer applications or transition for superseded qualifications.</li> <li>• Pivotal Training and Development reserves the right for potential fees to change during the course of study and will provide advice to students in advance.</li> </ul>
<b>Instalments</b>	Fees may be paid in 10 equal instalments that amount to the total course fee All overdue fees are to be paid before a statement of attainment / certificate is issued.
<b>Payment Options</b>	Fee for Service Payment Plan Available <ul style="list-style-type: none"> <li>• This option is available in some circumstances and must be negotiated with Pivotal prior to the administrative date.</li> <li>• A deposit of \$500 per study session is payable before the administration date.</li> <li>• Full payment must be made by the end of the teaching period for which the student is enrolled</li> </ul>
<b>Payment Methods</b>	Pivotal Training and Development accepts the following payment methods for up-front fees: Payment plans can be negotiated with Pivotal accounts department and can be fulfilled in the following way: <ol style="list-style-type: none"> <li>1. Cheque or money order</li> <li>2. Credit card (not Amex or Diners Club)</li> <li>3. Bank deposit</li> </ol> Students will be liable for any bank fees and charges associated with dishonoured cheques, credit cards or bank transfers.



## **Refund Information**

### **REFUND CONDITIONS**

The following refund policy conditions will apply:

1. Students who give notice to cancel their enrolment more than 10 days prior to the commencement of a program will be entitled to a full refund of fees paid
2. Students who give notice to cancel their enrolment less than 10 days prior to the commencement of a program will be entitled to a 75% refund of fees paid
3. The amount retained (25%) by Pivotal Training & Development is required to cover the costs of staff and resources which will have already been committed based on the students initial intention to undertake the training
4. Students who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees.