

SCHEDULE OF FEES 2025			
FEE FOR SERVICE QUALIFICATIONS		FEE	RPL
BSB30120	Certificate III in Business	\$2950.00	\$2450.00
BSB40120	Certificate IV in Business	\$3960.00	\$3460.00
BSB40520	Certificate IV in Leadership and Management	\$3960.00	\$3460.00
BSB50120	Diploma of Business	\$4490.00	\$3990.00
BSB50420	Diploma of Leadership and Management	\$4490.00	\$3990.00
FSK20119	Certificate II in Skills for Work and Vocational Pathways	\$4480.00	\$3980.00
SIR30216	Certificate III in Retail	\$2535.00	\$2035.00
SIR40316	Certificate IV in Retail Management	\$3450.00	\$3450.00
SIT20122	Certificate II in Tourism	\$2590.00	\$2590.00
SIT20322	Certificate II in Hospitality	\$2800.00	\$2800.00
SIT20421	Certificate II in Cookery	\$2950.00	\$2950.00
SIT30122	Certificate III on Tourism	\$3480.00	\$2950.00
SIT30522	Certificate III in Events	\$2925.00	\$2425.00
SIT30622	Certificate III in Hospitality	\$3450.00	\$2950.00
SIT30722	Certificate III Hospitality (Restaurant Front of House)	\$4600.00	\$4100.00
SIT30821	Certificate III in Commercial Cookery	\$11500.00	\$3550.00
SIT40122	Certificate IV in Travel and Tourism	\$4950.00	\$4450.00
SIT40422	Certificate IV in Hospitality	\$4950.00	\$4450.00
SIT40521	Certificate IV in Kitchen Management	\$13200.00	\$4950.00
SIT50122	Diploma of Travel and Tourism Management	\$5290.00	\$4790.00
SIT50322	Diploma of Event Management	\$4600.00	\$4100.00
SIT50422	Diploma of Hospitality Management	\$6440.00	\$4950.00
SKILL SETS		FEE	
SIRSS00022	Manage disrespectful, aggressive or abusive customers		\$199.00
SITSS00069	Food Safety Supervision (Face to Face - Classroom)		\$299.00
SITSS00069	Food Safety Supervision (Online)		\$149.00
SITSS00071	Responsible Service of Alcohol (Face to Face – Classroom)		\$99.00
SITSS00071	Responsible Service of Alcohol (Online)		\$49.00
SITSS00082	Essential Business Skills for a Restaurant Manager		\$1745.00
SITSS00079	Environmentally Sustainable Hospitality and Restaurant Operations		\$495.00
SITSS00077	Customer Service Management		\$745.00
SITSS00066	Kitchen Management		\$1745.00
SIRSS00027	People Management in Retail		\$995.00
SIRSS00026	Promotion and Marketing		\$1245.00
SIRSS00018	Understand the use of social media for Business purposes.		\$495.00
SIRSS00020	Manage and implement social media and online customer engagement		\$1245.00
BSBSS00119	Customer Service		\$995.00
BSBSS00101	Business Operations Management		\$1245.00

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VET INVESTMENT PROGRAMS			
CAREER START – GENERAL TRAINING		NON-CONCESSION	CONCESSION
BSB30120	Certificate III in Business	\$13.00	\$9.10
FSK20119	Certificate II in Skills for Work and Vocational Pathways	\$14.00	\$9.80
SIR30216	Certificate III in Retail	\$13.00	\$9.10
SIT20322	Certificate II in Hospitality	\$12.00	\$8.40
SIT30622	Certificate III in Hospitality	\$15.00	\$10.50
CAREER BOOST – GENERAL TRAINING		NON-CONCESSION	CONCESSION
SIR40316	Certificate IV Retail Management	\$11.00	\$7.70
SIT40422	Certificate IV in Hospitality	\$21.00	\$14.70
SIT40521	Certificate IV in Kitchen Management	\$33.00	\$23.10
SIT50422	Diploma of Hospitality Management	\$28.00	\$19.60
CAREER START – TRAINEESHIPS AND APPRENTICESHIPS		NOMINAL HOUR	CO CONTRIBUTION FEE
Please note apprentices and traineeships funded by Queensland Government under the Career Start Program are invoiced at commencement of each unit and is calculated at \$1.60 per nominal hour. The below figures may vary on the unit of competency completed			
BSB30120	Certificate III in Business (Administration – 465 hrs)	\$1.60	\$744.00
BSB30120	Certificate III Business (Customer Engagement – 525 hrs)	\$1.60	\$840.00
BSB30120	Certificate III Business (Hospitality – 480 hrs)	\$1.60	\$768.00
SIR30216	Certificate III Retail	\$1.60	\$664.00
SIT20322	Certificate II in Hospitality	\$1.60	\$344.00
SIT30622	Certificate III in Hospitality (Bistro – 447 hrs)	\$1.60	\$715.20
SIT30622	Certificate III in Hospitality (Bar and Mixology – 347 hrs)	\$1.60	\$555.20
SIT30622	Certificate III in Hospitality (Dining – 447 hrs)	\$1.60	\$715.20
SIT30622	Certificate III in Hospitality (Kitchen – 305 hrs)	\$1.60	\$488.00
SIT30622	Certificate III in Hospitality (Café – 387 hrs)	\$1.60	\$619.20
SIT30622	Certificate III in Hospitality (Resort – 271 hrs)	\$1.60	\$433.60
SIT30722	Certificate III in Hospitality (Restaurant Front of House)	\$1.60	\$995.20
SIT40521	Certificate IV in Kitchen Management (Restaurant)	\$1.60	\$2208.00
OTHER FEES			FEE
Replacement Certificate			\$70.00
Replacement Training Record Book			\$60.00
Qualification Refund Administration fee			\$300.00
RPL Gap Training (per unit)			\$250.00
DELIVERY METHODS			
<p>Programs will be delivered at the workplace and/or through tasks that will simulate the specific industry environment and supports the development of all practical skills and theoretical knowledge required to support the achievement of competency in the chosen qualification.</p> <p>A range of teaching and learning strategies will be used to deliver the competencies.</p> <p>These include:</p> <ul style="list-style-type: none"> • Practical tasks • Individual and/or group work tasks • Face to face trainer led theory. • Activities in simulated work environments • On-the-job training provided by nominated supervisor 			
FEES			
FEE FOR SERVICE ENROLMENTS			
<ul style="list-style-type: none"> • Participants undertaking training, including apprentices and trainees who are not funded through Career Start or Career Boost Programs may be required to pay course fees. <p>Course fees include items such as tuition fees and resource costs associated with the training and student services. Course fees are invoiced at the time of enrolment.</p>			

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- The participant will be liable for all fees due, should enrolment progress past the initial enrolment assessment. Fee payment will commence once a unit of competency has been started.
- For training conducted in excess of 400km travel from Australian Business & Hospitality Training office (Mooloolaba QLD 4558), cancellation or postponement of training is to be advised via email at a minimum of 10 working days prior to commencement of training otherwise the full fee quoted will be incurred.
- Australian Business & Hospitality Training has documented and implemented systems to protect fees paid in advance. For accredited training and/or assessment, no more than \$1500.00 will be payable by the student prior to commencement of the course. Following course commencement, Australian Business & Hospitality Training, may require payment of an additional fee in advance from the student, but at any given time the total amount payable in advance will not exceed \$1500.00.
- When a business is enrolling students the full course fee is payable in advance, prior to the course commencing.
- If the participant is choosing to enrol through the Recognised Prior Learning pathway, completing all or most units through Recognised Prior Learning, additional fees will be charged on a per unit basis for any gap training. Participants will be liable for a fee of \$250.00 per unit co competency in addition to the proceed quoted for the full qualification through Recognised Prior Learning.

CAREER START AND CAREER BOOST – GENERAL TRAINING

- The total co-contribution fee will be charged upfront and prior to commencement of the qualification. Participants will be sent an invoice once eligibility and qualification commencement has been confirmed.
- Participants who commence training into a high priority qualification within 12 months of completing Year 12 will not be charged a student contribution fee. A complete list of high priority qualifications can be located at [Department of Trade, Employment and Training](#)

CAREER START AND CAREER BOOST – TRAINEESHIPS AND APPRENTICESHIPS

- Student contribution fees are a participant's contribution to the cost of tuition. Students' contribution fees under the Career Start or Career Boost program funded by Queensland Government, are set at \$1.60 per nominal hour for each unit of competency. These are calculated and to be paid at the commencement of each unit.
- The participant may be entitled to a partial exemption of 30% off the student contribution fees if the participant falls into one or more of the following exemption categories:
 - The participant was or will be under 17 years of age at the end of February in the year which training is being provided and is not at school and has not completed year 12. Units commence after the participant turns 18 will be charged in full, unless one or more of the below applies.
 - The participant holds a health card, pensioner card or is a partner or dependant of a person who holds a health care card or pensioner concession card and is named on the card.
 - The participant is an Aboriginal or Torres Strait Islander person.
- Participants who commence training into a high priority qualification within 12 months of completing year 12 and provide evidence of such will not be charged a student contribution fee. A complete list of high priority qualifications can be located at [Department of Trade, Employment and Training](#)
- Employer contribution fees, if applicable, are listed within the employer contribution fee form provided and acknowledged upon enrolment.
- Australian Business & Hospitality Training may refuse to provide training and assessment services to an apprentice/trainee if the apprentice/trainee does not pay their student contribution fee despite being advised of the fee policy prior to enrolment.

PAYMENT METHODS

Fees payable are via an invoice, with listed payment details. Payment must be made within invoice terms and prior to the date stated on the invoice.

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REFUND POLICY				
FEE FOR SERVICE ENROLMENTS				
<ul style="list-style-type: none">• All notifications of withdrawal from a qualification or request for a refund must be made in writing to Training Services via email to students@abht.com.au.• A full refund minus a \$300 administration fee will be made to those participants who cancel before any training or assessment takes place.<ul style="list-style-type: none">- In the case of online learning, training and assessment is deemed to have commenced once the learner has been issued a login with a username and password.- In the case of face-to-face learning, training and assessment is deemed to have commenced on the first day/date of training – either onsite or at the college premises or workplace.- For the purpose of RPL, training and assessment includes the act of providing advice and discussing forms of evidence required to assist in proving competency within a qualification.• Once training has commenced in the qualification, no refund is available of any qualification fees unless the participant can provide a medical certificate or show personal or financial hardship.• Refunds will be approved only at the discretion and consideration of the General Manager.• All refund amounts, should they be approved will be paid within the 28-day calendar days after written confirmation to the learner.• The amount will be paid directly to the person who completes the Tuition Fee Agreement with Australian Business & Hospitality Training, unless it is impractical. Any transfer or other bank charges incurred will be deducted from the refundable amount. Australian Business & Hospitality Training.• Australian Business & Hospitality Training will refund within 28-days, all fees paid where the student's application for enrolment is refused by Australian Business & Hospitality Training if applicable.• In the unlikely event that Australian Business & Hospitality Training is unable to deliver the qualification, the student may choose to have all fees paid refunded within 28-days of notification OR be placed in an alternative qualification of equal value with Australian Business & Hospitality Training. If the student chooses placement in an alternative qualification, this must be communicated to Australian Business & Hospitality Training in writing by the student.• For training conducted in excess of 400km travel from Australian Business & Hospitality Training office (Mooloolaba QLD 4558), cancellation or postponement of training is to be advised by email at a minimum of 10 working days prior to commencement of training otherwise the full fee quoted will be incurred.• This policy and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection law.				
CAREER START AND CAREER BOOST – GENERAL TRAINING				
<ul style="list-style-type: none">• All notifications of withdrawal from a qualification or request for refunds must be made in writing to Training Service via email at students@abht.com.au• Once training has commenced in the qualification, no refund is available of any qualification fees paid unless the participant can provide a medical certificate or show personal or financial hardship.<ul style="list-style-type: none">- In the case of online learning, training and assessment is deemed to have commenced once the learner has been issued a login, username, and password.- In the case of face-to-face learning, training and assessment is deemed to have commenced on the first day/date of training – either at the learner's workplace, the college premises or any agreed upon location where face to face training and/or assessment is conducted.- For the purpose of RPL, training and assessment includes the act of providing advice and discussing forms of evidence required to assist in proving competency within a qualification.• Refunds will be approved only at the discretion and consideration of the General Manager.• All refund amounts, should they be approved will be paid with 28 – calendar days after written confirmation to the learner.• The refund amount will be paid directly to the person who completes the Tuition Fee Agreement and/or was issued with an invoice, unless it is impractical. Any transfer or other bank charges incurred will be deducted from the refundable amount.				
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CAREER START AND CAREER BOOST - APPRENTICESHIPS AND TRAINEESHIPS

- Withdrawal is determined once notification of cancellation of the training contract has been received by Australian Business & Hospitality Training from the Department of Trade, Employment and Training
- Student co-contribution fees for units started although not completed, and therefore withdrawn, will be refunded on a pro-rata basis. This is calculated by the actual hours of training and assessment undertaken by the learner, as compared to the nominal hours previously charged for upon commencement of that unit.
- Full refund of student contribution fees will be provided to participants who have been charged for training delivery that has not yet commenced at the time of cancellation of enrolment.
- Full refund of employer contribution fees will be provided on a per-unit-of-competency basis for units where training has not yet commenced at the time of cancellation of a learner's enrolment.
- Where applicable, no refund of employer contribution fees will be forthcoming for units of competency where training has commenced.
- All refund amounts will be paid within 28-day calendar days after written confirmation of cancellation of the training contract has been received by Australian Business & Hospitality Training.
- The refund amount will be paid directly to the person who completes the Tuition Fee Agreement and/or was issued with an invoice. Any transfer or other bank charges incurred will be deducted from the refundable amount.

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