

Certificate 3 Guarantee Programs – Fees, Charges and Refund Information

Co-contribution (Student Contribution) Fees

The Certificate 3 Guarantee Program provides eligible individuals with access to a subsidised training place through the Queensland Government.

The Certificate 3 Guarantee Program requires payment of a co-contribution fee to SSI Education and Training. This must be received prior to commencement of training.

Concession Fees (Healthcare Card, Pension Card)

Fees current as at 1 July 2023

| A co-contribution fee needs to be paid at enrolment to allow you to access a subsidised training place | | |
|---|------------------------------------|------------|
| | Per Unit Cost 13 units in total | Total Cost |
| CHC333015 Certificate III in Individual Support (ageing and disability specialisations) | \$2.30 | \$29.90 |
| CHC32015 Certificate III in Community Services | \$2.30 | \$29.90 |

How do I qualify for concessional fees?

- The Student holds a current Health Care Concession card or Pensioner concession card issued under Commonwealth law (for the duration of their course), or is the partner or a dependent of a person who holds a Health Concession card or Pensioner Concession card, and is named on the card; or
- The Student provides SSI Education and Training with an official form under the Commonwealth Law confirming that the Student, his or her partner or the person of whom the Student is a dependent, is entitled to concessions under the Health Care Card or Pensioner Concession card;
- The Student is an Aboriginal or Torres Strait Islander Person. Acceptable evidence as stated on the AVETMISS VET Enrolment Form.

Evidence of concessions

SSI Education and Training are required to sight and take a copy of evidence of concessional entitlement prior to determination of fees payable. This will be determined at enrolment. Evidence of concession must be current throughout the duration of your course. If your concession card expires throughout the course and you do not provide us with an updated copy the balance of your contribution fees will be charged at the non-concessional rate.

Non-Concession Fees

Fees current as at 1 July 2023

| A co-contribution fee needs to be paid at enrolment to allow you to access a subsidised training place | | |
|---|------------------------------------|------------|
| | Per Unit Cost 13 units in total | Total Cost |
| CHC333015 Certificate III in Individual Support (ageing and disability specialisations) | \$3.00 | \$39.00 |
| CHC32015 Certificate III in Community Services | \$3.00 | \$39.00 |

How to make a payment?

Full payment of co-contribution fees must be received prior to attending training and can be made on enrolment by cheque, credit card or direct debit. Details will be provided at enrolment. If your employer or Workforce Australia is paying for your co-contribution fees on your behalf, on enrolment a purchase order will be required by them.

Making a payment by Payment Plan

A deposit is required and the amount can be paid by cheque, credit card or direct debit from your nominated bank account. A payment plan will be customised to suit the qualification you are enrolling in. The remaining monies will be collected as per your customised payment plan from your selected bank account after the deposit is received. A direct debit form is required to be filled out on enrolment. A receipt will be issued.

What if I withdraw from the course?

If you withdraw from the course at any time you must inform SSI Education and Training either in writing ssieducation@ssi.org.au or by contacting our office on (07) 3412-8222.

If I withdraw, will I get my money back?

You are entitled to a refund of monies paid on a unit-by-unit basis for all units in which you have not commenced any training less an administration fee which is calculated at 15% of the total co-contribution fees. Any remaining balance will be paid directly to you within 30 days by SSI Education and Training. If co-contribution fees were paid by your employer or Job Services Australia Provider, they will be refunded directly.

The Fees, Charges and Refund information provided in this document is specific to the Certificate 3 Guarantee Program funded by the Department of Education Training and Employment Queensland.