



## Schedule of Fees and Charges 2025 - 2026

Westbourne College is a Registered Training Organisation (RTO Code: 41084) and operates in accordance with applicable legislation and the Standards for Registered Training Organisations 2015. Westbourne College charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services.

### When and how do I pay?

Fees are payable when you receive your confirmation of enrolment and invoice for the enrolment fee. Fees must be paid in full within 5 days of receiving this notification from Westbourne College. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque, or credit card.

### Can I get a refund?

Yes - If you give notice to cancel your enrolment 72 hours or more prior to the commencement of a program, you will be entitled to a full (100%) refund of fees paid.

If you give notice to cancel your enrolment 72 hours or less prior to the commencement of a program, you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Westbourne College is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

### Our guarantee to you

If for any reason Westbourne College is unable to fulfil its service agreement with a student, Westbourne College must refund the student's proportion of fees paid for services not yet delivered.

### How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

### Are my fees protected in case I need a refund?

Yes - Westbourne College has a responsibility to protect the fees paid by students. To meet this need, Westbourne College will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. This fee protection arrangement complies with national standards designed to limit the amount paid by a student in advance of services being delivered.

### Am I protected under Australian Consumer Law?

Yes, as a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and under State and Territory consumer protection laws. These protections include areas such as unfair contract terms, the consumer guarantees, and sales practices. You can find out more information about your



rights as a consumer from the Australian Consumer Law website which includes a range of helpful guides relating to specific areas of protection. This includes consumers have a cooling-off period of 10 businessdays, during which they can cancel the contract without payment or penalty.

Please visit the following site for more information: [The Australian Consumer Law | Consumer Law](#)

### Do I pay GST in my tuition fees?

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for ‘professional or trade course’ is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

### Changes to terms and conditions

Westbourne College reserves the right to amend the conditions of the student’s enrolment at any time. If amendments are made that effect the student’s enrolment the student will be informed 7 days prior to changes taking effect.

### Responsibility for training quality

Westbourne College is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality and compliance of the training and assessment being delivered in this course and for the issuance of all AQF certificates. Please refer to the Student Handbook for further information on all student rights and obligations.

### Courses Offered

Code	Title	Fee
CHC32015	Certificate III in Community Services	\$1,800.00
BSB40520	Certificate IV in Leadership & Management	\$2,600.00
BSB40920	Certificate IV in Project Management Practice	\$2,600.00
BSB41419	Certificate IV in Work Health & Safety	\$2,600.00
CPP40719	Certificate IV in Security Management	\$2,600.00
CPP41519	Certificate IV in Security Risk Analysis	\$3,000.00
BSB50420	Diploma of Leadership & Management	\$3,600.00
BSB50820	Diploma of Project Management	\$3,600.00
BSB51319	Diploma of Work Health & Safety	\$3,600.00
BSB50120	Diploma of Business	\$3,600.00
CPP50619	Diploma of Security Risk Management	\$3,600.00
<b>Applicable for all the above:</b> 6-month payment plan is available, please contact Westbourne College.		
HLTAID011	Provide First Aid	\$100.00
HLTAID009	Provide Cardiopulmonary Resuscitation	\$60.00
HLTAID011 & HLTAID009	Provide First Aid and Cardiopulmonary Resuscitation	\$150.00



Recognition of Prior Learning (RPL) Fee List				
Qualification	Units	Initial Payment Non-refundable	Final Payment Non-refundable	Total Investment
CPP20218 Certificate II in Security Operations*	14	\$400.00	\$590.00	\$990.00
CPP31318 Certificate III in Security Operations*	14	\$400.00	\$600.00	\$1,000.00
CHC32015 Certificate III in Community Services	12	\$400.00	\$600.00	\$1,000.00
CPP30619 Certificate III in Investigative Services	16	\$400.00	\$600.00	\$1,000.00
PSP40122 Certificate IV in Government	15	\$400.00	\$700.00	\$1,100.00
PSP40316 Certificate IV in Government Security	14	\$400.00	\$700.00	\$1,100.00
PSP40416 Certificate IV in Government Investigations	15	\$400.00	\$700.00	\$1,100.00
BSB40520 Certificate IV in Leadership & Management	12	\$400.00	\$700.00	\$1,100.00
BSB40920 Certificate IV in Project Management Practice	9	\$400.00	\$700.00	\$1,100.00
BSB41419 Certificate IV in Work Health & Safety	10	\$400.00	\$700.00	\$1,100.00
CPP41519 Certificate IV in Security Risk Analysis	12	\$400.00	\$700.00	\$1,100.00
CPP40719 Certificate IV in Security Management	12	\$400.00	\$700.00	\$1,100.00
BSB50420 Diploma of Leadership & Management	12	\$400.00	\$1,200.00	\$1,600.00
BSB50820 Diploma of Project Management	12	\$400.00	\$1,200.00	\$1,600.00
BSB51319 Diploma of Work Health & Safety	10	\$400.00	\$1,200.00	\$1,600.00
BSB50120 Diploma of Business	12	\$400.00	\$1,200.00	\$1,600.00
CPP50619 Diploma of Security Risk Management	10	\$400.00	\$1,200.00	\$1,600.00
PSP50122 Diploma of Government	11	\$400.00	\$1,200.00	\$1,600.00
PSP50316 Diploma of Government Security	11	\$400.00	\$1,200.00	\$1,600.00
PSP50416 Diploma of Government Investigations	11	\$400.00	\$1,200.00	\$1,600.00
PSP50716 Diploma of Fraud Control	11	\$400.00	\$1,200.00	\$1,600.00
PUA50120 Diploma of Public Safety (Emergency Management)	10	\$400.00	\$1,200.00	\$1,600.00

**\*Not available in NSW.**

## Notes

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are identified above.
- The fee structure described above is designed to limit the amount paid by students upfront and structured to collect fees as the course progresses.
- All fees must be paid in full before students can be issued with any AQF Certificate relating to their achievements.
- Student should refer to the course brochure to identify the cluster outline within each course.



**Other fees and charges**

<b>Item</b>	<b>Cost</b>
Re-issuing an AQF, nationally accredited Certificate or Statement of Attainment	\$20.00
Re-assessment fee	\$100.00
<b>Credit Card Fees:</b> Mastercard Credit: 0.5%, Visa Credit: 0.9%, Mastercard Debit: 0.6%, VisaDebit: 0.5%	