

Insert name of RTO (as on Training.gov) and Logo

Smart and Skilled Fee and Refund Policy

<insert name of RTO> is aware of its contractual responsibilities under Smart and Skilled with regard to the Fee and Refund administration requirements. To ensure compliance with the requirements we have put the following procedures in place:

- All information regarding fees to be paid by student will be supplied individually on enrolment on completion of the Notification of Enrolment Process. These will be as calculated using the Provider Calculator.
- Students will be notified of any schedule of payments on enrolment.
- Students will be notified of any additional equipment costs prior to enrolment
- Any fee schedule will ensure that all fees are paid in full prior to completion of training and assessment
- All fees collected will be retained by <insert name of RTO>
- Any VET FEE-HELP fees applied for by students will be paid directly to the RTO from the Commonwealth Government
- Where applicable (i.e. under certain Awards) the employer will pay the fee for certain Apprenticeships and Traineeships

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This document is included in the [Smart and Skilled Student Information](#) or can be purchased as part of the [Smart and Skilled Resource Kit](#)