



Australian Institute *of*
Technology Transfer



AITT Fees, Charges and Refund Policy

AITT RTO [50834](#)

This policy outlines AITT's approach to fees, charges, and refunds to ensure transparency and compliance with the Standards for Registered Training Organisations (RTOs) 2025.

December 2025

V7.0

Table of Contents

1.	Purpose	2
2.	Scope	2
3.	Policy Statement	3
4.	Fees and Charges	3
4.1	Administration and Resource Charges	3
5.	Payment of Course Fees	4
5.1	Fee Limits and Advance Payments	4
6.	Course Deferment or Cancellation by AITT	4
7.	Student Withdrawal and Refund Entitlements (Policy Level)	5
7.1	Cooling-Off Period	5
7.2	Delivery Mode Refund Principles	5
7.3	Government-Funded Training	5
7.4	Third-Party and Auspice Arrangements	5
8.	Monitoring and Review	5
9.	Approval	6

Policy Title: AITT Fees, Charges and Refund Policy

Policy Owner: Chief Executive Officer

Policy Version: 7

Approval Date:

Review Date:

1. Purpose

The purpose of this policy is to ensure that students and clients are informed of AITT's fees, charges, and refund arrangements prior to enrolment, and that fees and refunds are managed fairly, consistently, and transparently in accordance with the Standards for RTOs 2025.

2. Scope

This policy applies to:

- Fee-for-service (self-funded) students
- Students undertaking training under Government-funded programs
- Students undertaking employer-funded or privately funded training
- Training delivered directly by AITT or through approved third-party or auspice arrangements

Qualification Code	Qualification Title
BSB30120	Certificate III in Business
BSB40120	Certificate IV in Business
BSB50120	Diploma of Business
BSB50420	Diploma of Leadership and Management
BSB50820	Diploma of Project Management
BSB50920	Diploma of Quality Auditing
CHC30125	Certificate III in Early Childhood Education and Care
CHC50125	Diploma of Early Childhood Education and Care
TAE40122	Certificate IV in Training and Assessment
11263NAT	Certificate III in Work Skills for Career Enhancement and Management
11264NAT	Certificate IV in Work Skills for Career Enhancement and Management

3. Policy Statement

AITT ensures that:

- All fees, charges, and refund conditions are clearly communicated prior to enrolment
- Students are informed of eligibility criteria, standard fees, concession fees, and any additional charges
- Refund conditions are fair, transparent, and not misleading
- Fees and refunds are administered consistently and in accordance with regulatory and contractual requirements

4. Fees and Charges

4.1 Administration and Resource Charges

Administration and resource charges may include, but are not limited to:

- Administration charges
- Enrolment fees
- Booking fees
- Essential learning resources
- Textbooks
- Photocopying
- Re-issuing of receipts
- Change of enrolment
- Additional copies or re-issue of qualifications or Statements of Attainment

All such charges are disclosed in writing prior to enrolment to comply with Australian Consumer Law and the Standards for RTOs 2025.

5. Payment of Course Fees

5.1 Fee Limits and Advance Payments

AITT applies the following payment conditions:

- Fee-for-service students must pay fees in full upon enrolment unless alternative terms are approved in writing by the CEO
- Government-funded students required to pay a student contribution fee must pay fees in full upon enrolment unless alternative terms are approved in writing by the CEO

Where course fees exceed \$1,000:

- AITT will not accept more than \$1,000 in advance prior to course commencement
- After commencement, additional fees may be collected provided that the total amount paid in advance for undelivered services does not exceed \$1,500
- **Where total course fees exceed \$1,500, no more than \$1,500 may be accepted in a single payment**

For enrolments requiring a purchase order, enrolment is not confirmed until the purchase order number is received.

AITT reserves the right to withhold issuance of qualifications, certificates, or Statements of Attainment until all agreed fees are paid in full.

6. Course Deferment or Cancellation by AITT

AITT reserves the right to:

- Defer or cancel a course
- Change course start dates
- Change units of competency
- Amend course programs

Where AITT cancels a course prior to commencement:

- All monies paid will be refunded within 10 working days

Where a course start date is deferred and the new date is unacceptable to the student:

- All monies paid will be refunded within 10 working days of notification

Where a course is cancelled after assessment has occurred:

- A partial refund may be offered
- A Statement of Attainment will be issued for completed units
- Refunds are assessed on a case-by-case basis

7. Student Withdrawal and Refund Entitlements (Policy Level)

7.1 Cooling-Off Period

A **10 business day cooling-off period** applies to self-funded students. A full refund will be granted where cancellation or withdrawal occurs within this period, subject to delivery mode conditions.

7.2 Delivery Mode Refund Principles

Refund entitlements vary depending on:

- Delivery mode (self-paced/online/blended or face-to-face)
- Whether work has been submitted
- Whether training has commenced

Detailed operational rules are outlined in the AITT Fees, Charges and Refund Procedure.

7.3 Government-Funded Training

Government-funded refunds apply in accordance with funding contracts and are administered consistently with government requirements.

7.4 Third-Party and Auspice Arrangements

Where training is delivered under a third-party or auspice arrangement, refund conditions are governed by the relevant agreement. Students are advised to refer to the applicable contract or contact the third-party organisation directly.

8. Monitoring and Review

AITT monitors compliance with this policy through:

- Review of fee collection and refund records
- Internal audits and compliance monitoring
- Review of complaints and disputes relating to fees and refunds

This policy is reviewed:

- At least annually
- In response to changes to regulatory, funding, or contractual requirements
- Following audit findings or identified risks

9. Approval

Policy Title AITT Fees, Charges and Refund Policy

Policy Owner CEO – Hanif Kuthubutheen

Policy Version 7

Approval Date Dec 2025

Review Date Jan 2026

Approved By CEO – Australian Institute of Technology Transfer (AITT)

Signature  _____

Hanif Kuthubutheen

Chief Executive Officer

AITT