

Foundations Course Schedule of Fees and Charges

This schedule of fees and charges should be read in conjunction with the Course Handbook for the *Foundations* course (10743NAT Diploma of Christian Ministry and theology).

Course fees

Course fees are set by the IFE Governance Board. The IFE reserves the right to increase its fees annually in line with CPI increases or for other reasons at its discretion. Learners who have commenced this course will be notified immediately by the IFE should there be a change to fees and be directed to access the current Schedule of Fees from the IFE online portal. Learners should note that current fees apply at all times throughout the duration of their enrolment with the IFE.

Refund policy

The IFE refund policy is designed to offer fair and reasonable refunds to learners while ensuring that the IFE can meet any financial commitments it has made.

Learners who withdraw from the course more than ten (10) business days prior to commencing any unit in the course will receive a refund of any fees paid. Learners who withdraw after this point will receive a refund, less an administration fee as detailed on the fee schedule, which is designed to cover IFE costs incurred in preparing for that learner's enrolment, e.g. cost for producing course materials.

Each unit of this course includes a census date. IFE census dates provide learners an opportunity to withdraw from the course with refund. Census dates are usually set at five (5) business days after a unit has commenced. Census dates are detailed on each Unit Outline distributed to learners at the first workshop of each unit.

Refunds are available as follows:

Withdrawal from the course more than 10 business days prior to a unit's start date	➔	full refund of the unit fee paid
Withdrawal from the course 10 or less business days prior to a unit's start date, but prior to that unit's census date	➔	full refund of the unit fee paid minus the administrative fee
Withdrawal after the census date of a unit	➔	no refund

Refunds will only be paid where the IFE has received a completed *Course Withdrawal Form* from a learner. The IFE will process refunds within 30 days of receiving this form. If course fees have been paid by a third party any applicable refunds will be paid to the third party.

Note that refunds apply for learners who withdraw from the course as a whole. The IFE has processes in place to equitably manage course fees for learners who are simply changing their enrolment, for example enrolling in a unit and subsequently postponing completion of that unit. For more information on unit postponement, see page .

Late enrolment (unit sign-up) fee

As detailed in the enrolment policy (see Course Handbook), sign-up for a unit in the course closes ten business days prior to the first workshop for the unit. This enables IFE to complete all necessary preparations for the unit. Late sign-up incurs an administrative fee which is designed to cover IFE costs incurred in preparing for that learner's enrolment. At its discretion, IFE may waive the late enrolment fee where there are extenuating circumstances.

Fees policy for unit postponement

A learner may postpone their studies in line with the IFE's Unit Postponement Policy set out in the Course Handbook.

Any fees paid for a unit which a learner has not commenced will be held by the IFE and credited towards the next unit undertaken by the learner.

Where a learner postpones a unit after commencement, fees paid for that unit will not be transferable to another unit. If there has been any price increase to unit fees within the postponement period, the learner will be required to pay the difference when they resume their studies in that unit. If the IFE needs to re-issue course materials to a learner, the IFE reserves the right to pass on the cost of the course materials to the learner (at cost). If a learner postpones a unit and does not resume studies in the unit, for example if the learner withdraws from the course before resuming the unit, fees paid for that unit become the absolute property of the IFE.

Recognition of prior learning (RPL)

The IFE offers Recognition of Prior Learning for this course, as detailed in the Course Handbook. Learners who would like to apply for RPL or consider the suitability of this process further are encouraged to contact the IFE to discuss this option and receive tailored advice for their own specific circumstance. An RPL application fee applies for each unit of competency for which recognition of prior learning is sought. The fee is invoiced once an application has been submitted to the IFE and prior to assessment of the application. The IFE does not guarantee that applicants will be granted

recognition of prior learning. Fees paid for the RPL application cover the cost of assessing the application and are non-refundable, regardless of the outcome once assessed by the IFE.

Unit cancellation

Should the IFE fail to reach the minimum quota of enrolments for any scheduled unit, the IFE reserves the right to cancel that unit. Learners affected by any such cancellations will be advised prior to that unit commencing and will be offered a priority placement for an alternative option. Applicants will receive a full refund of all fees paid for that unit or the opportunity to re-schedule their enrolment and have any fees paid credited towards this rescheduled unit.

Summary of fees and charges

2020 Schedule of Fees and Charges	
This course is GST free. All prices quoted are GST free unless stated otherwise.	
Course Fees (includes all course materials and required textbooks) (Note: Four units to be completed for the course)	\$795 per unit
Administrative fee ¹	\$100
Recognition of Prior Learning (RPL) application	\$300 per competency
Replacement Certificate or Statement of Attainment	\$30*
Replacement of course materials	At cost
Postage & handling charges	At cost*

*GST applies

¹ The administrative fee applies where a student signs up for a unit, or withdraws from a unit, less than ten business days prior to the first workshop of the unit.