

## **Foundations Course Schedule of Fees and Charges**

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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**

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 10 business days prior to commencing any unit in the course will receive a refund of any fees paid. Learners who withdraw from the course after this point will receive a refund, less an administration fee, which is designed to cover IFE costs incurred in preparing for that learner's enrolment.

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 5 business days after a unit has commenced. Census dates are detailed on each Unit Outline distributed to learners prior to the first workshop of each unit.

#### **Refunds are available as follows:**

Withdrawal from the course more than 10 business days prior to their first 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	→	full refund of the unit fee paid minus the administrative fee (see pg. 3)
Withdrawal from the course after the census date of a unit	→	no refund

Refunds will only be paid where the IFE has received written notification from a learner of intention to withdraw from the course. The IFE will process refunds within 30 days of receiving a learner's email request to withdraw. 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 and will not be continuing their studies with IFE any further. The IFE has processes in place to equitably manage unit fees for learners who need to make a change to the unit(s) for which they have registered. For further information, refer to unit postponement in the Course Handbook.

## **Late enrolment (unit registration) fee**

As detailed in the enrolment policy (see Course Handbook), sign-up for a unit in the course closes five business days prior to the first workshop for the unit. This enables IFE to complete all necessary preparations for the unit. Learners who sign-up for a unit after the closing date will incur a late fee (see pg. 3) which is designed to cover IFE costs incurred in preparing for that learner's enrolment. At its discretion, IFE may waive the late 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.

## **Fees for individual workshops**

A learner who is unable to attend all workshops may access special arrangements to complete a unit with access to individual workshops whereby a learner attends an individual workshop session with a mentor. This is arranged with the IFE Senior Education Officer and provides a strategy for learners to be able to complete the course through an individual plan, in the event that unforeseen circumstances prevent the learner from attending the final set of scheduled workshops. Individual workshop fees are charged in addition to the unit fees paid for the unit as they cover the additional costs IFE incurs in

providing individual workshops. Additional information and requirements for individual workshops are detailed in the course handbook. Individual workshops are arranged by IFE with the learner and a mentor. It is expected that such individual workshops would only be required on rare occasions in 2024 since learners will have multiple opportunities to attend unit workshops in 2023 and will also have limited opportunities to attend workshops in 2024.

## 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

<b>Schedule of Fees and Charges</b>	
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)	\$850 per unit
Individual workshop fee	\$100 per workshop
Recognition of Prior Learning (RPL) application	\$300 per competency
Late fee	\$30*
Administrative fee	\$100*
Replacement of Certificate or Statement of Attainment	\$30*
Replacement of course materials	At cost
Postage & handling	At cost*

\* plus GST