

Objective Policy Statement

This policy outlines the expectations of clients for the payment of fees.

Client Focus

1. Clients of *Rowe Training & Consulting* pay on invoicing of agreed fee to which course they are enrolled.
 - A non-refundable annual enrolment/administration fee of \$154* GST inclusive is payable on acceptance of enrolment.
 - Invoices for those students who pay full fees or subsidised course fees, will be sent after enrolment and payment is expected within 14 days.
 - Monthly instalments/payment plans can be arranged for Course fees, this will incur an accounting fee of 10%.

Non-payment of course fees within prescribed periods may inhibit students from attending further workshops or accessing further online course materials until fees due are paid.

No course fees in advance are accepted

**Fees current for 2012 enrolment year.*

Relevant Documents

Student Handbook; Terms & Conditions; SNR Standard 16.3; Fees Schedule

1. The agreed fee is outlined with enrolment documents.
2. **Certification of qualifications** will only be issued to those clients who have paid all outstanding fees. Statement of attainments may be issued for units paid for and completed.