

Fees, Charges and Refund Policy

Blueprint Employment and Training Inc is committed to providing access to training particularly for those disadvantaged in the labour market. As such the organisation (depending on funding availability) offers funded training projects for those who disadvantaged job seekers. Where possible jobs seekers will be referred to these projects providing eligibility criteria are met.

In addition to projects Blueprint Inc offer fee for service training for companies and individuals. Blueprint Inc is committed to ensuring fair and reasonable fees and charges are applied. Where fees and charges apply to Blueprint Inc courses the following policy will be adopted.

Fees and Charges

Fees are invoiced on commencement of training (either to individuals or to companies). A payment plan may be arranged by negotiation to spread payment of fees across the delivery of the course. Information on inclusions within the fee structure will be outlined in individual course information brochures.

Refunds upon cancellation based on medical grounds or through extreme personal hardship are at the discretion of Blueprint Management. All applications on medical or personal hardship ground must be made in writing. Supportive evidence may be required. In certain cases fees may be refunded on a pro-rata basis. If Blueprint Inc cancels a course students may a) choose a refund of fees or b) choose an alternative offered course date.

Specific Charges for courses with a licensing outcome

Where training is for licensing purposes and a specifically qualified assessor is required a mandatory 3 day notification to Workplace Health and Safety Queensland must be made prior to undertaking a Formal Licence Assessment. Blueprint Inc may apply a cancellation fee if the cancellation occurs within 3 days of the Assessment. This fee may

be waived or reduced in special circumstances the final decision remains with the Blueprint Management.

In addition Blueprint Inc reserves the right to apply a re-assessment fee following an unsuccessful assessment outcome for a licensing assessment. Application of this re-assessment fee is at the discretion of the Blueprint Management.

Tuition Fees

Some training delivery under User Choice or Certificate 3 Guarantee may attract a tuition fee which must be charged to the student (as outlined in program policies). Information about the fees and eligibility for a concession rate will be made available to students prior to enrolment to ensure that fees are applied equitably.

General

Blueprint will ensure a Schedule of Fees is kept up to date to ensure all course costs are kept current. In general fees are not charged in advance (other than a non-refundable deposit to cover postage or delivery of training material). In the event that fees are taken in advance the organization will ensure that sufficient funds are available to cover any refund of fees.

Information on fees will be available on Blueprint's Web site and course brochures.