

5.16 Learner Fee Protection Policy

1. The specific fee schedule impacting on all learners in both RTOs in the YUPI Group will be detailed on the relevant application and enrolment form to be completed by each learner.
2. Prior to commencement of the course a maximum fee of up to \$1500 (the commencement amount) or the total course fee, whichever is the lesser amount, will be paid in advance.
3. After course commencement an instalment payment schedule will be followed.
4. The instalment payment amount will be equal to the balance of fees owing after payment of the commencement amount divided by the number of instalment payments to be made. Each instalment payment amount must not exceed \$1500.
5. Fees collected are to be paid into a bank account of the applicable RTO.
6. A receipt will be issued by the applicable RTO to the learner at the time, or immediately after fees are received and cleared by the bank
7. Fees paid will be recorded in the applicable RTO accounting system so that each learner's or client's financial status is known at all times.

Approved	June 2017	Review Date	April 2017
Authorised by	CEO	Responsibility	CEO and Leadership Team
Initial Approval	CEO	Version	1.0

