



FEE PROTECTION

Camden Haven Community College (CHCC) follows sound financial management practices and fee protection mechanisms to safeguard client fees paid in advance.

These may include:

- a budget for each training program
- accurate reporting of fees in accounting software
- accurate and up-to-date financial records
- regular monitoring of its financial position
- sufficient funds to cover expenses for each training program held in a deposit or trust account
- CHCC only collects up to \$1500 in prepaid fees from a student. Remainder to be paid after commencement. (Refer also to specific Policies and Procedures from Smart & Skilled.)

Smart & Skilled Fee and Refund Policy

Camden Haven Community College complies with Clause 7.3 of the Australian Skills Quality Authority's (ASQA) *Users' Guide: Standards for Registered Training Organisations (RTOs) 2015* relating to a provider's responsibility to protect prepaid fees by learners.

RTOs may collect up to \$1,500 in prepaid fees from a learner without needing to take any action to protect these fees. CHCC will only collect up to \$1500 in course fees for a student prior to commencement. Payment plans may be arranged or part payment prior to the course up to \$1500 with the remainder to be paid after commencement and before Certification is issued.

Camden Haven Community College Inc.

PREPARED/REVIE WED BY	J Troup	J Troup	J Troup	J Troup	J Troup & S Talbot	C'tee	J Troup	J Troup	J Troup	J Troup	C'tee	G Paxton
DATE	May 2002	May 2006	June 2007	Aug 2009	June 2014	July 2014	Jan 2015	June 2015	Mar 2016	24.8.17	Oct-Dec 2017	March 2023
VERSION	1	2	3	4	5	5.1	6	6	7	8	8.1	8.2