



Schedule of Fees and Charges

Dog Force Group Pty Ltd trading as Dog Force Australia is a Registered Training Organisation (RTO Code: 41371) and operates in accordance with applicable legislation and the Standards for Registered Training Organisations 2015. Dog Force Australia charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services.

When and how do I pay?

Fees are payable when you receive your confirmation of enrolment and invoice for the enrolment fee. Fees must be paid in full within 5 days of receiving this notification from Dog Force Australia. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card via Pay Pal.

Can I get a refund?

Yes - If you give notice to cancel your enrolment 10 business days or more prior to the commencement of a program you will be entitled to a full (100%) refund of fees paid.

If you give notice to cancel your enrolment 9 business days or less prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Dog Force Australia is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

Our guarantee to you

If for any reason Dog Force Australia is unable to fulfil its service agreement with a student, Dog Force Australia must refund the student's proportion of fees paid for services not yet delivered.

How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

Are my fees protected in case I need a refund?

Yes – Dog Force Australia has a responsibility to protect the fees paid by students. To meet this need, Dog Force Australia will only accept an initial payment of no more than \$500 from each student prior to the commencement of their course. This fee protection arrangement complies with national standards designed to limit the amount paid by a student's in advance of services being delivered.

Do I pay GST in my tuition fees?

No – Training tuition fees are GST exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

Changes to terms and conditions

Dog Force Australia reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that effect the student's enrolment the student will be informed 7 days prior to changes taking effect.

Responsibility for training quality

Dog Force Australia is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

Please refer to the Student Handbook for further information on all student rights and obligations.



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Course Offerings

CPP30411 Certificate III in Security Operations	\$2995.00
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$500.00 – 2nd Payment – Due before the commencement of course: \$2495.00 – Note: Individual unit of competency cost for the purpose of RPL: \$250.00 	
Statement of Attainment – Detection Dog Operations	\$5995.00
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$500.00 – 2nd Payment – Due before the commencement of course: \$5495.00 	
Statement of Attainment – Security Dog Operations	\$1995.00
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$500.00 – 2nd Payment – Due before the commencement of course: \$1495.00 	
Statement of Attainment – Security Licensing Guarding with a Dog (Short Course)	\$1495.00
<ul style="list-style-type: none"> – 1st Payment - Enrolment confirmation: \$500.00 – 2nd Payment – Due before the commencement of course: \$995.00 	

Notes.

- All training tuition fees are exempt from the payment of GST. No GST included.
- RPL fees are identified above for completing an individual unit of competency. The initial application/enrolment fee for RPL into the above qualification is \$1,500.00 with the balance of the fee due at the completion of the RPL assessment process before any AQF certificate is issued.
- The fee structure described above is designed to limit the amount paid by students upfront and is structured to collect fees as the course progresses.
- All fees must be paid in full before students can be issued with any AQF Certificate relating to their achievements
- Student should refer to the course brochure to identify the cluster outline within each course

Other fees and charges

Item	Cost
Copy Fee. Required where a student requests a photocopy of their student record	\$10.00 (Incl. GST)
Re-issuing a certificate, qualification or statement of attainment	\$33.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$95.00 (Incl. GST)



Re-assessment fee	\$300.00 (GST exempt)
Note: Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.	