

# 2025 Indicative Course Fees for traineeships funded via Jobs & Skills WA



The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment.

Concessions may apply.

Fee Relief Options may apply (Fee Instalments/Fee Exemption).

Rural Training Australia does not charge any additional fees.

For more details regarding possible fees and fee options please contact Kylie at [kylie@rtau.com.au](mailto:kylie@rtau.com.au).

Skills Ready reduced fees in 2025:

AHC20122 – Half Price  
AHC30122 – Free in '25  
AHC40122 – Half Price  
AHC20422 – Half Price

For further information regarding Skills Ready reduced fees <https://www.jobsandskills.wa.gov.au/>

# Example Fees *prior to Skills Ready reduced fees*

National ID	Course Name	Tuition Fees @ \$3.25	Concessional @ \$0.97
AHC20122	Certificate II in Agriculture	capped at \$1,200.00	capped at \$400.00
AHC30122	Certificate III in Agriculture	capped at \$1,200.00	capped at \$400.00
AHC40122	Certificate IV in Agriculture	capped at \$1,200.00	capped at \$400.00

## Goods and Services that should not incur a separate fee

RTOs may not charge students separate fees for goods and services that are considered an RTO's responsibility under the relevant Standards. The costs of providing these services are included in the price set by the Department for the purchase of training. For example, RTOs may not charge fees for costs associated with goods and services such as enrolment, records archiving, the purchase or depreciation of equipment or general infrastructure, IT support, and access to general learning and personal support services such as mentoring, study skills programs and career guidance.

Separate fees may not be charged for negotiating training plans or determining employers' capacity to train, which form part of the RTO's responsibilities under the Department's *Apprenticeship Policy*.

Fees must not be charged for any items that will be retained by the student as their own personal property, such as tools, protective clothing or textbooks. Such items must be purchased separately by the student.

## Resources Fees

Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by the RTO to be consumed or transformed by students in the course of instruction, such as workshop materials, workbooks and essential uniforms.

Any increases to the resource fee must not exceed a Perth consumer price index (CPI) increase of 1%. Where appropriate, accountable officers may apply a resource fee to new or existing courses where they have not previously applied. Resource fees must not exceed cost recovery.

Resource fees must be published by providers prior to the commencement of enrolments. Accountable officers must be able to substantiate fees.

Trainees and apprentices are not exempt from resource fees. However, where RTOs provide Training Record Books to trainees and apprentices, they must do so free of charge.

In any instances where the tuition fee requirements of the Commonwealth Government's VET FEE-HELP or VET Student Loans programs are not consistent with the resource fee requirements in this policy, approved VET FEE-HELP and VET Student Loans providers are to meet their obligations under the VET FEE-HELP and VET Student Loans programs.

## Fees for specific student groups/courses

### Concessions on courses

The following students are entitled to the concession rate on course fees:

- a. Persons and dependants of persons holding:
  - i. A Pensioner Concession Card.
  - ii. A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
  - iii. A Health Care Card.
- b. Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- c. Persons and dependants of persons in receipt of the Youth Allowance.
- d. Persons and dependants of persons who are inmates of a custodial institution.
- e. Secondary school-aged persons not enrolled at school.

If the concession is valid for the full enrolment period, then all eligible units commenced within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units commenced on or after the start date and prior to the expiry of the concession attract the concession rate.

## Vet in schools

Secondary school students are exempt from course and resource fees if they:

- a. Are enrolled at school, as defined in the *School Education Act 1999*; and
- b. Are undertaking a VET course.

## Payment of fees and charges

Enrolment is not complete until statutory and RTO based fees and charges are paid, deferred payment arrangements have been made or fees and charges have been waived.

Irrespective of payment option, details of all student enrolments must be retained for audit purposes.

## Payment options

On enrolment, students will take up one of the following payment options:

- a. Pay the full amount of fees and charges;
- b. Present a signed authority from an employer to invoice that employer for the student's fees and charges;
- c. Pay the fee by instalment;
- d. Declare their intent to defer payment under the Commonwealth Government's VET FEE-HELP or VET Student Loans programs, subject to eligibility and acceptance by the provider;
- e. pay part of the full amount of fees and charges and defer payment of the other part under the Commonwealth Government's VET FEE-HELP or VET Student Loans programs; or
- f. Make application on the grounds of severe financial hardship for fees and charges to be waived for courses below diploma level or concession-eligible Diploma and Advanced Diploma courses (excluding the Diploma of Early Childhood Education and Care).

Students who fail to take up one of the above options must not be enrolled.

Apprentices and trainees are to be treated the same as other students and are legally liable to pay fees.

## Payment by instalment

Students must be given a minimum of eight weeks from the commencement of the unit to finalise payment when paying by instalment.

Accountable officers should use their discretion in the application of this instruction by formulating the payment by instalments to more appropriately match the particular training program. Details of the student's enrolment and details of why deferred payment was granted must be retained for audit purposes.

Where approval has been given for a student to pay by instalment, the RTO is responsible for the collection of outstanding fees and charges. Fair and adequate recovery procedures must be in place to manage the collection and recovery of monies.

Students who have fallen behind in their payments must not be enrolled in additional units unless appropriate arrangements, agreed to by both the student and the RTO, have been put in place to pay the amount outstanding.

## Refunds Policy

The following refund will apply to all training cancellations:

- Where a student withdraws prior to the census/withdrawal date for each unit a FULL refund for those unit's fees will be applied.