



Statement of Fees

Animal Care & Veterinary Nursing

2024

www.aaci.edu.au info@acci.edu.au

**Nationally Accredited
Registered Training Organisation (RTO 45823)
Australian Skills Quality Authority**

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AACI, Australian Animal Care Institute, is a nationally accredited register training provider with Australian Skills Quality Authority (ASQA).

AACI does not provide any form of health or medical service or advice. As part of our pre-enrolment disclosure prospective candidates are asked in their enrolment application to confirm that they have read and understood this document and related policies and procedures. So please take your time and ensure you respond and understand the information contained herein.

All AACI Students enrol as Distance Learning students.

AACI provides students with secure access to our extensive Online Learning Center and student support services.

Our fees and charges for these services in contained in this document known as the Statement of Fees. This provides students with a comprehensive understanding of the fees and charges applicable to their course prior to enrolling.

Please ensure you read and understand all of the information contained in our Pre-Enrolment Information Pack prior to applying to AACI.

All Course fees consist of 2 components, namely a 50% administration fee and 50% tuition fee.

<http://www.aaci.edu.au>



660 Great Ocean Road
Bellbrae, Bells Beach, Victoria, 3228, Australia
Registered Training Organisation (ASQA No. 45823)
Australian Skills Quality Authority (ASQA)

Please visit <http://www.aaci.edu.au> prior to enrolling

Introduction

Thank you for taking this opportunity to learn more about AACI.

AACI specialises in Animal Care and Veterinary Nursing courses that are nationally accredited with ASQA.

AACI is Australian owned and operated. We are based in Australia at Bells Beach on the Great Ocean Road.

AACI divisions are:

- Australian Animal Care Institute that delivers animal care courses
- Australian Veterinary Nursing Institute that delivers veterinary nursing course
- Continuing Professional Educational (CPE) that delivers professional development programs and short that are non-accredited in Animal Care.

All AACI Students enroll as Distance Learning students supported with access to our extensive Online Learning Center.

Any questions or issues relating to information contained in this Student Information Guide should be addressed directly to the AACI RTO Manager by emailing info@aaci.edu.au

AACI shall never turn down a candidate currently suffering from financial hardship that sincerely wants to undertake our course.

Learn more about our Scholarships on our website or our Student Information Guide.

1 Statement of Fees

Dear Student

Please find below a statement of fees¹ for AACI courses for students.

AACI COURSE FEES ARE THE SAME SINCE OUR FIRST STUDENT

Course	Course Fee
ACM10121 Certificate I in Animal Care Pathways	\$750
ACM20121 Certificate II in Animal Care	\$3,650
ACM40418 Certificate IV in Veterinary Nursing	\$6,999

Please check our website for the latest course fees. Fees as published are subject to change given individual circumstances at enrolment. Overseas based students are subject to \$1,999 administration fee.

2 Payment Plans

AACI offers a range of payment options available for students to pay course fees.

AACI offers a range of Payment Plans options. Payment Plans are currently only available to Australian residents and all course fees must be paid prior to any certificate being issued.

If you decide that the course you have started is not for you and want to withdraw, you are required to still pay for the entire course cost. If you have any issues or misunderstandings with your course AACI kindly asks that we talk about the process prior to withdrawing as a solution may be available.

Under a Payment Plan, after the payment of an initial deposit, Instalment payments commence at the agreed periodic payment dates agreed to at your enrolment.

All AACI students that enroll and elect to pay course fees via instalments under a payment plan are subject to the following terms and conditions.

1 -Instalment payments are currently only available to Australian residents and only via direct debit arrangements (unless agreed otherwise).

2 – Student electing to enroll in a course under a payment plan commit to the nominated instalment amounts over the stated period. Students are liable for the full cost of the course, even if they decide not complete the entire course.

3 – Student that fall behind with the payment of their instalments for more than 14 days will have restricted access to the course online resources, and assessments shall not be graded or feedback provided unless an alternative payment date or arrangement is agreed to by AACI in writing.

4 – Students that miss an instalment payment are required to pay this instalment directly by electronic bank transfer to AACI. AACI does not charge any

¹

administration fees or and debit dishonour fees. However, please note: that your bank may also charge you dishonour fee. All future debits will remain in place as normal.

5- If your course fees remains in arrears for more than 30 days, without the student making any reasonable attempt to put in place an alternative payment date or arrangement with AACI, AACI in its discretion reserves the right to withdraw the student from the course. In the event that you are withdrawn then your outstanding course fees will become immediately payable in full by you to AACI via a direct bank transfer.

AACI reserves the right to take legal action to recover any outstanding the monies without further notice to you. AACI may also report your conduct to the appropriate debt to a credit reporting agency and ask them to record the default on your credit report.

If your overdue account is referred to a collection agency and/or law firm, you will be liable for all fees and costs associated with this which would be incurred as if the debt is collected in full, including commission on collection of the additional costs and also including legal demand costs.

In the event that a new direct debit agreement arrangement is required to be established a \$50 administration fee will apply to cover administration costs associated with this new arrangement. This fee must be paid prior to the new agreement being put in place.

In the event that a student repeatedly defaults on an instalment plan schedule (three times) AACI reserves the right to cancel your ability to have future payment plans. Further, the outstanding balance of your course fees will be invoiced to you and this shall be immediately due and payable.

Payments are by direct debit from a credit card or Australia bank account only.

Course	Course Fee	Maximum Payment Plan Per Week (Month)	Minimum Payment Plan Per Week (Month)
ACM10121 Certificate I in Animal Care Pathways	\$750	\$399 Deposit \$25 per week	\$299 deposit \$25 per week (\$99 pm)
ACM20121 Certificate II in Animal Care	\$3,650	\$999 Deposit \$100 per week (\$399 pm)	\$499 deposit \$50 per week (\$200 pm)
ACM40418 Certificate IV in Veterinary Nursing	\$6,999	\$1,499 Deposit \$150 per week (\$600 pm)	\$599 deposit \$75 per week (\$300 pm)
Financial Hardship	Please	Call	AACI

If you are suffering from a financial hardship please speak to your AACI mentor as alternative arrangements may be available.

Payments are by direct debit from a credit card or Australia bank account only. All Course fees prices include student learner resources, tuition costs, enrolment administration fees and access to Online Learning Centre.²

2.1 Financial Hardship

If you are suffering from financial hardships please speak to your AACI mentor as alternative arrangements may be available.

Payments are by direct debit from a credit card or Australia bank account only. All Course fees prices include student learner resources, tuition costs, enrolment administration fees and access to Online Learning Centre.

In accordance with the Standards AACI does not collect in advance directly or indirectly prepaid course fees from a student in excess of \$1,499.

AACI payment plans require a deposit prepayment (at enrolment) of an amount less than \$1,499 and then a monthly pro-rata payment after enrolment (upon commencement of the course)(plus payment plan charges) with any remainder (balance) being paid by the Student prior to Completion Date and issue of Certificate.

Additional fees may apply if you do not pass an assessment after four attempts and where consistent feedback from assessors to students is not being taken on board by students.

In accordance with the ASQA Standards AACI does not collect in advance directly or indirectly prepaid course fees from a student in excess of \$1,499.

AACI payment plan may require a deposit prepayment (at enrolment) of an amount less than \$1,499 and then a monthly pro-rata payment (as agreed) after enrolment (upon commencement of the course) with any remainder (balance) being paid by the Student prior to Completion Date as agreed.

3 Statement of Charges

First Course Extension (Free) If 50% of assessments are submitted and student achieves competency	Re-submission of Assessments/ Skills Assessment (Free)
Request for accessing personal information (FREE)	Private tutoring (Free) Learning Tools (Free)

² Cert IV Vet Nursing students are required to purchase 2 prescribed text books that cost approx. \$180 total.

Digital Learner Materials (free) if payment plan is breached by a Student reconnection charge (\$299)	Re-enrolment or Additional 12 Month Course Extension Charge or Student is deemed unfinancial (\$499)
Re-issue of Certificate for qualifications or Statement of Attainment (\$50)	RPL Assessment charge of \$500 plus \$50 per unit of competency plus \$100 per hour of RPL application assessment time by an AACI Assessor is charged by AACI.

Charges are exclusive of any postage & handling

All Course fees consist of 2 components, namely a 50% administration fee and 50% tuition fee.

4 Recognition of Prior Learning (RPL)

RPL is explained and offered to all prospective students by AACI.

A RPL Assessment charge of \$500 plus \$50 per unit of competency plus \$100 per hour of RPL application assessment time by an AACI Assessor is charged by AACI.

Recognition of prior learning (RPL) is defined in the AQF as follows:

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

This is underpinned by the AQF definition of credit as follows:

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Recognition of prior learning explained

The AQF facilitates the progression of students through qualifications by giving credit for learning outcomes they already have achieved. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification. Credit given may reduce the time required for a student to achieve the qualification. RPL is one of a number of processes for establishing credit or advanced standing. RPL broadens access into formal learning by enabling credit to be given for student achievement through other formal, non-formal or informal learning.

RPL involves issuing organisations undertaking an assessment of each individual who applies to determine the extent to which that individual's previous learning is equivalent to the learning outcomes of the components of the destination qualification.

Recognition of prior learning applied

It is the responsibility of issuing organisations to offer RPL assessment to students. Issuing organisations' RPL policies and practices must ensure that decisions about granting RPL take into account students' likelihood of successfully achieving qualification outcomes and ensure that integrity of qualification outcomes is maintained (AQF Qualifications Pathways)

To ensure consistency, fairness and transparency, issuing organisations should establish a systematic, organisation-wide approach to RPL including policies and procedures that govern implementation. The typical RPL process for providers consists of the following stages:

- identifying the evidence required
- providing advice to students about the process
- providing students with sufficient information to enable them to prepare their evidence to meet the standard required for the RPL assessment process
- assessing using appropriate evidence-gathering methods and tools
- recording the outcome, and
- reporting to key internal and external stakeholders.

5 Refunds

REFUND Policy - **Before** Commencement Date³ of Course

- More than 10 weeks (Full Refund minus \$500 AACI administration fee)
- More than 4 weeks & up to 10 weeks (Full Refund minus administration fee of \$500)
- 3 weeks or less (Full Refund minus a late administration fee of \$800)

REFUND Policy - **After** Commencement Date of Course

- Week 1 (NO REFUND IS AVAILABLE)
- Approved Refund/Withdrawal/Transfer(\$1,500 administration fee applies)
- Approved Refunds confirmed in writing will be paid within 20 days from approval by the student.
- All Course fees are outlined in our [Course Fee Schedule and/or detailed on our website](#).

Student Initiated Withdrawal Fee - After Commencement Date of Course

The Student Enrolment Form, Fees and Charges Policy, and our website, If a student decides to voluntary withdraw from the qualification they have enrolled in, they are obligated to pay a \$800 (plus GST) Withdrawal Fee (\$1,500 for overseas based students) to AACI.

The Student must also complete and submit to AACI the Student Initiated Withdrawal Form prior to the release by AACI of any statement of attainment or qualification.

³ Commencement Date means the earlier of the date the applicant has submitted the AACI Student Enrolment application form to AACI or the date the first course learner resource Materials have been posted to the Students by AACI or its authorised Agent.

6 Course Cancellation

When a course is cancelled by AACI prior to commencement or in the event of RTO closure all fees paid will be automatically refunded, unless the student chooses to transfer to another AACI course. No additional costs will be incurred.

Should AACI cancel a course after course commencement, every reasonable step will be taken to support students to complete their training with another RTO without financial disadvantage. Discretion may be applied as deemed reasonable by AACI.

7 Course Extension

The Enrolment Period shall commence on the day of enrolment regardless of the number of units enrolled in by a Student (that is the time periods will run concurrently rather than consecutively).

After the end of the Enrolment Period Students may request an extension period by email to **training@aaciedu.au** for consideration (subject to them having completed more than 50% of the assessments already).

If an additional extension period of 12 months is requested and granted by AACI the student will be required to pay an additional extension fee of \$499 unless exceptional hardship circumstances exist.

VERSION CONTROL**Review / amendment history****Policy Approved by:** Chief Executive Officer / RTO Manager**Responsible Officer:** Chief Executive Officer / RTO Manager**Next Policy Review Date: 1 September 2026**

Version	Date	Details
1.0	4 August 2021	Policy approved and issued
2.0	1 March 2022	Minor Changes
3.0	1 September 2022	RTO Registration TOID and contact details
4.0	1 September 2023	Updated Footers Student Initiated Withdrawal Fee - After Commencement Date of Course Withdrawal fee Cert IV Vet Nursing students are required to purchase 2 prescribed text books that cost approx. \$180 total Overseas based students admin fee
5.0	1 September 2024	Minor Updates –
6.0	1 September 2025	Changes Reference to ASQA 2025 Standards

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