

OVERVIEW OF FEES

The following table outlines the fees that are applicable to the AFMA Professionalism: Conduct & Ethics course. For further information please contact education@afma.com.au. All prices are exempt from GST unless otherwise indicated. AFMA reserves the right to alter pricing at anytime.

PROFESSIONALISM: CONDUCT & ETHICS		
Module Enrolment	Member	Non-member
Professionalism: Conduct & Ethics	\$950.00	\$1,200.00
Alternative Completion	Member	Non-member
RPL – Assessment only	\$750.00	\$950.00
OTHER ITEMS		
	Member	Non-member
Skills Assessment Resubmission [^]	\$280.00	\$350.00
Assessment Feedback session (30 mins)	\$220.00	\$280.00
Assessment Feedback session (1 hour)	\$340.00	\$430.00
Certificate reprint	\$66.00*	\$66.00*

*inc GST

[^] student to be provided with 2 attempts at each assessment task before a fee is incurred.

* inc GST

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OVERVIEW OF FEES ('cont)

TERMS AND CONDITIONS – QUALIFICATION PROGRAMS

Payment Terms

- » Invoices issued upon enrolment and are payable within 30 days of being issued.
- » Enrolments made by credit card will automatically be issued a tax invoice receipt.

Cancellations

- » All requests for refunds must be made in writing to education@afma.com.au. Students must notify AFMA at least 10 working days prior to the commencement date* to obtain a full refund. No refund is available post the commencement date* of a course or program.
- » Refund requests for modules that do not have a cohort structure or scheduled workshop date must be made within 30 days from date of initial registration.
- » Students who cancel from a program within 10 working days from the commencement date* are liable for an administration fee of \$110.00 inc GST.
- » Refunds are not available for change of mind, job change, change in work hours, inconvenience of travel to training venue, moving interstate, redundancy, retrenchment, financial hardship.

Transfers

- » Requests to transfer an enrolment to another workshop or cohort must be made at least 10 working days prior to the commencement date* with no fee being incurred. Students are allowed two transfers before an administration fee of \$110.00 inc GST is incurred.
- » Requests for transfers within 10 working days of the commencement date* will incur an administration fee of \$110.00 inc GST regardless of the number of prior transfer requests received.
- » Requests to transfer a role play assessment or knowledge quiz booking must be made at least 3 working days prior to the attempt date with no fee being incurred. Requests for transfer within 3 working days at the attempt date will incur an administration fee of \$110.00 inc GST.
- » AFMA reserves the right to transfer any student falling behind the recommended learning plan to a later workshop or cohort. Transfers made by AFMA are liable to an administration fee of \$110.00 inc GST.

Substitutions

- » Substitution of students can be made, with prior notification to AFMA, at any time up to the commencement date* with no penalty, subject to the program eligibility criteria being met.
- » Course material that has been issued to the initial student must be transferred to the new student. Permission from the original student (and payer) must be provided in writing. Any price variance will be charged.

Non Completion

- » If a student fails to complete all, or part of a program within the required time frame, fees will not be refunded.

General

- » AFMA reserves the right to cancel, postpone or re-schedule a program due to low enrolments or unforeseen circumstances. Full refunds or transfers will be given in this instance.
- » AFMA is not liable for any costs incurred by the student if the program is cancelled or postponed.
- » AFMA reserves the right to change course fees, dates, content, speakers or method of presentation at its discretion.
- » The information in all course marketing material was correct at the time of publication but may be subject to change.
- » The views and opinions expressed by the presenter/s do not constitute legal or professional advice. Such views and opinions are not necessarily those of AFMA and are not endorsed by it. AFMA expressly disclaims all liability for reliance on information provided by the presenter/s.
- » All personal information collected by AFMA is protected by the Privacy Act, 1988. Information collected on the enrolment form is for the purposes of processing registrations and creating and maintaining student records. Information will not be disclosed to third parties except where authorised or required by law. Please forward any enquiries you may have in relation to privacy to info@afma.com.au.

* **Commencement date** – The commencement date for modules with a cohort structure is the official start date of the cohort. The commencement date for modules not within a cohort structure is the date of the workshop.



All enquiries should be directed to:

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Email: education@afma.com.au

Web: www.afma.com.au

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