

# Schedule of Fees and Charges

## Certificate IV in English Language Teaching (TESOL) (Fee for service)

Melbourne City Institute of Education (MCIE) is a Registered Training Organisation and operates in accordance with applicable legislation and the Standards for Registered Training Organisations. MCIE is entitled to 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.

| Payment Plan       |                                                          |                      |                               |                                                                                                                       |
|--------------------|----------------------------------------------------------|----------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Qualification code | Course name                                              | Standard tuition fee | Payment options               | Promotional discount                                                                                                  |
| 11021NAT           | Certificate IV in English Language Teaching (TESOL)(FFS) | \$5,500.00           | Weekly or Monthly Instalments | Check discount details outlined in your <b>email</b> , if applicable, or simply ask your course advisor for guidance. |

Updated as of 02 October 2025

### When and how do I pay?

Fees are payable when you receive notification of enrolment. Fees must be paid in full within 5 days of receiving this notification from MCIE.

We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, payment plan or a range of other supporting methods. Included in the enrolment application, fees must be paid in full before a certifier statement will be issued.

### Can I get a refund?

Learners who give notice to cancel their enrolment prior being accepted into a program will be entitled to a full refund of fees paid.

Learners who cancel their enrolment greater than 10 days from being accepted into a program will not be entitled to a refund of fees.

If you give notice to cancel your enrolment after being accepted into a program, you will not be entitled to a refund of fees.

If you elect to pay your course fee via a direct debit or any other method, you are still liable to pay for the full course fees if you withdraw from the course.

If for any reason MCIE is unable to fulfill its service agreement with a student, MCIE must refund the student's proportion of fees paid for services not 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** on our website. 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 your refund request has been approved.

### Are my fees protected in case I need a refund?

Yes – MCIE has a responsibility to protect the fees paid by students. MCIE does not require learners to prepay fees in excess of a total of \$1,500, where learners choose an upfront payment option, those upfront fees are not prepaid fees.

### 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

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

### Other fees

|                                           |          |
|-------------------------------------------|----------|
| MCIE T-Shirt                              | \$40.00  |
| Replacement Student ID                    | \$20.00  |
| Re-print/Replacement of Qualification/SOA | \$50.00  |
| Copy of Logbooks, per logbook             | \$50.00  |
| Transfer Fee                              | \$100.00 |
| RPL - per hour                            | \$145.00 |
| File Retrieval, per trip                  | \$100.00 |
| Certificate Postage - Onshore             | \$10.00  |
| Textbooks Postage - Onshore               | \$30.00  |
| Postage - Offshore                        | \$40.00  |
| EFTPOS surcharge, per transaction         | 2%       |
| Re-assessment Fee                         | \$300.00 |
| Catchup class, per class                  | \$20.00  |
| Late Fee Surcharge, of overdue amount     | 10%      |
| Ongoing late payment fee, Per week        | \$50.00  |