

Schedule of Fees and Charges

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. We review our fees schedule regularly and endeavour to keep the cost of training down.

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 mcie.edu.au/student-support. 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.

Payment Plan		FFS Weekly			FFS Monthly		
Qualification Code	Course Name	Total tuition fee	No. of Instalments	Amount per instalment	Total tuition fee	No. of Instalments	Amount per instalment
CHC30121	Certificate III in Early Childhood Education and Care	\$6,000.00	40	\$150.00	\$6,000.00	10	\$600.00
CHC50121	Diploma of Early Childhood Education and Care	\$7,500.00	40	\$187.50	\$7,500.00	10	\$750.00
CHC33021	Certificate III in Individual Support (Ageing and Disability Specialisation)	\$5,500.00	40	\$137.50	\$5,500.00	10	\$550.00
CHC43015	Certificate IV in Ageing Support	\$5,500.00	40	\$137.50	\$5,500.00	10	\$550.00
CHC43121	Certificate IV in Disability Support	\$5,000.00	40	\$125.00	\$5,000.00	10	\$500.00
CHC43315	Certificate IV in Mental Health	\$4,000.00	40	\$100.00	\$4,000.00	10	\$400.00
CHC53315	Diploma of Mental Health	\$8,000.00	40	\$200.00	\$8,000.00	10	\$800.00
CHC32015	Certificate III in Community Services	\$4,000.00	40	\$100.00	\$4,000.00	10	\$400.00
CHC52021	Diploma of Community Services	\$8,000.00	40	\$200.00	\$8,000.00	10	\$800.00
CHC40221	Certificate IV in School Based Education Support	\$5,000.00	40	\$125.00	\$5,000.00	10	\$500.00
HLT33021	Certificate III in Allied Health Assistance	\$4,500.00	40	\$112.50	\$4,500.00	10	\$450.00
HLT33115	Certificate III in Health Services Assistance	\$5,500.00	40	\$137.50	\$5,500.00	10	\$550.00
11021NAT	Certificate IV in English Language Teaching (TESOL)	\$5,500.00	24	\$229.17	\$5,500.00	6	\$916.67

Other fees

Item	Amount
Replacement Student ID	\$20
Replacement qualification certificate /Statement of Attainment (only relevant to completions before March 30, 2024, certificates issued after this date are electronic only)	\$50
MCIE T-Shirt – Work-placement uniform (if applicable)	\$40
Commercial Cookery – Took Kit and Uniform sets	\$400
Reprint of Workplace Logbooks	\$50
Transfer Fee – to move from one class to another	\$100
Postage Fee – Certificate, Textbook, MCIE T-Shirt, – by weight per delivery	From \$10
Administrative processing fee for withdrawal and cancellation	\$200
RPL assessment fee – charged per hour minimum 2 hours	\$200
Archived file retrieval	\$100
EFTPOS surcharge, per transaction	2%
NYC - Theory Assessment, per assessment	\$300
NYC Attempt 3 – Practical assessment, per unit	\$400
Catchup class, per class	\$100
Late fee surcharge % of overdue amount	10%
Ongoing late payment fee, Per week	\$50
Short course cancellation at least 5 days prior to scheduled delivery, less a short course cancellation fee	\$50