## SCHEDULE OF FEES AND CHARGES

## PURPOSE

The purpose of this document is to describe the fees associated with the provision of training and associated activities or services within CBIT Academy. It acts as a central repository for the cost of these items, so that changes can be easily made should they be required, and so current or prospective students can easily see what costs they may incur.

This document refers to any policy or procedure that describes a numerical payment amount. Any references to percentages, such as “75% of fees paid” or “the full amount” should refer back to this document.

**COURSE FEES**

|  |  |  |
| --- | --- | --- |
| **Course** | **Notes** | **Amount** |
| DEF43122 – Cert IV in Digital Forensics – **employer-funded** | Invoiced up-front | $6,500 |
| DEF43122 – Cert IV in Digital Forensics – **self-funded** | Self-funded courses are charged with an upfront fee of $1,000, with regular payments of $1,100 over the following 5 months or prior to course completion until the full $6,500 course fee is paid. No single payment will be greater than $1,500 | $6,500 |
| VU23295 - Gather and validate digital forensic data from workstations | Invoiced up-front | $820 |
| VU23296 - Gather and validate digital forensic data from mobile devices | Invoiced up-front | $820 |

## OTHER APPLICABLE FEES

|  |  |  |
| --- | --- | --- |
| **Document Name** | **Location** | **Amount** |
| CBIT - Enrolment Policy v1.1 | Page 6. Transfer of Enrolment | $55 |
|  | Page 6. Extension Requests, point 2 | $125/month |
| CBIT - Certificate Issuance Policy v1.2 | Page 5. Replacement of Certification Documentation | $33 |
| Student Handbook v1.3 | Page 7. Enrolment. Replacement of workbooks | $55 |
|  | Page 8. Transfer to another course | $55 |
|  | Page 21. Extensions for Assessment | $125/month |
|  | Page 21. Re-submission/re-assessment purchase | $275 |
|  | Page 22. Certification document re-issue | $33 |

**Please note:**

Payments via VISA or MasterCard incur a 1.5% surcharge per transaction.

Payments via AMEX incur a 2.5% surcharge per transaction.

## VERSION CONTROL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version Control Table** | | | | | |
| **Date** | **Summary of Modifications** | **Modified by** | **Version** | **Date of Implementation** | **Next Review Date** |
| 31/08/2022 | Document creation | S. ILETT | v. 1.0 | 31/08/2022 | 31/08/2023 |
| 07/03/2023 | Logo and URL updates | S. ILETT | v. 1.1 | 17/08/2023 | 17/08/2024 |
| 25/10/2023 | Pricing updates | D.SIM | v. 1.2 | 25/10/2023 | 25/10/2024 |

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| RTO INFORMATION | |
| Document Name | Schedule of Fees and Charges v1.2 |
| RTO/Company Name | CBIT Academy |
| RTO Code | 45817 |
| Manager | Administration Manager |