



Schedule of Fees

Armstrong's Driver Education 2016 Statement of Fees (RTO#)

Qualification	Duration & Location	Mode of delivery	Fees	Hourly tuition fees	Full tuition fee	Indicative Govt Contribution	Total payable
TLI31210 Certificate III in Driving Operations (release 6)	Thomastown 42 week 520 hours	Classroom In Vehicle eLearning	Concession	\$1.06	\$551.20	\$5075.20	\$5626.40
			VTG	\$5.32	\$2766.40	\$2860	\$5626.40
			Fee for Service	\$21.53	\$11195.60	Nil	\$11195.60
Licence Plus Skill Set TLIG1001 – Work effectively with others TLIB2004A – Carry out vehicle inspection TLIA1001 – Secure Cargo TLIC3003 – Drive medium rigid vehicle TLILIC2015B – Licence to drive medium rigid vehicle TLIC3004A – Drive heavy rigid TLILIC2016B – Licence to drive heavy rigid vehicle	Thomastown 5 days with 40 hours driving experience 250 hours	Classroom In Vehicle eLearning	Concession	\$1.06	\$266	\$2440	\$2706
			VTG	\$5.32	\$1330	\$1375	\$2705
			Fee for Service	\$21.53	\$5382.50	Nil	\$5382.50
Fork Lift Skill Set TLILIC2001A Licence to operate a forklift truck TLID2004A Load and unload goods/cargo TLIF1001A Follow occupational health and safety procedures	Thomastown 3 days 90 hours	Classroom On Forklift in warehouse	Concession	.80	\$72	\$783	\$855
			VTG	\$4.00	\$360	\$495	\$855
			Fee for Service	\$7.72	\$695	Nil	\$695

Entry Requirements

Participants must have a reasonable level of general health and fitness to cope with the physical demands of the course and to meet VicRoads medical requirements associated with the heavy vehicle licence component. A number of questions are asked prior to enrolment to determine compliance with the VicRoads medical requirements. A candidate is not enrolled if they do not meet these licence requirements.

Pre-requisites

Participants must be over 18 and hold a current Australian driver's licence. For each licence class the following VicRoads requirements will be applied:

- Light and medium rigid Licence – hold a full licence for 12 months prior to applying for the licence
- Heavy rigid licence - – hold a full licence for 24 months prior to applying for the licence
- Heavy combination and multi combination licence – Hold a Heavy rigid licence for 12 months and a full car licence for 24 months prior to applying for the licence.
- No suspensions or restrictions on the licence
- No pre-existing health requirements as specified by VicRoads
- Not taking medications nominated by VicRoads.

All pre-requisite requirements are specified prior to enrolment and on the website. Additional eligibility requirements are required for those candidates wishing to access VTG funding. These include:

- Australian or NZ Citizen
- Permanent resident
- under 20 years of age



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- 20 years and older and 'upskilling' by seeking to enrol in a course at a higher level than your existing qualification
- Maximum of enrolment in two qualifications at the same level within a lifetime

Licensing/Registration requirements

Armstrong's Driver Education (ADE) is a registered VicRoads Tester. ADE is audited by VicRoads on a regular basis.

Participants who meet the required competencies for their practical driving assessment (on-road tests), Reversing, and a Written Knowledge Test will be issued with a Certificate of Competency. The Certificate of Competency can be presented to VicRoads to upgrade licences.

ADE trainers and staff will be available to assist participants through issues that may arise.

Student Support

ADE administration staff are available to answer questions about courses and the processes for assessment. Trainers are responsible for providing feedback to participants on areas requiring further study or practice. The Operations Manager (or delegated nominee) is responsible for monitoring participant progress through the course and will provide support and guidance to the participants and the relevant trainer where required. Support, welfare and guidance services are detailed in the Student Handbook. Reasonable adjustments will be made to ensure that participants are not presented with artificial barriers that prevent their ability to demonstrate competence.

FEE AND REFUND POLICY

Tuition Fees

Tuition fees will be charged in accordance with our prescribed fee schedule. Where prescribed tuition fees exceed \$1,000, an installment plan will be arranged for each individual student.*

A \$1000 deposit is required upon booking; the remainder of the course fee is to be paid in equal weekly instalments, payable at the end of each week. We will accept no more than \$1500 in advance attributable to tuition or other services yet to be delivered. Qualifications will be withheld until final payment is received.

An enrolment fee may apply in addition to any prescribed tuition fees. Some courses also attract materials fees, and these are explained in the prescribed fee schedule and in our Quick Facts.*The number of instalments may vary depending on the amount of weeks in the course.

Fee Refunds

The following fee refund schedule will apply to enrolments in whole courses or qualifications:

Withdrawal date	Refund amount
Withdrawal more than 7 days prior to course commencement	Full refund of tuition fees paid, excluding enrolment fee.
Withdrawal less than 7 days prior to course commencement	50% refund of tuition fees paid, excluding enrolment fee.
Withdrawal within 7 days of course commencement	No refund of tuition fees paid. No refund of enrolment fee.
Withdrawal after 7 days from course commencement.	No refund of tuition fees paid. No refund of enrolment fee. Future installment payments will be waived.
Course cancelled by Armstrong's Driver Education prior to course commencement.	Full refund of tuition fees paid, including enrolment fee.
Course cancelled by Armstrong's Driver Education after course commencement.	Pro-rata refund based on the Units completed. No refund on enrolment fee.
Materials fee.	No refund on materials fees.