

Course Fees			
Code	Unit	Total Course Fees	ANMF Member Fee
HLTENN040	Administer and monitor medicines and intravenous therapy	\$2800	\$2500

In accordance with ASQA Standards Clause 7.3
<p>'Prepaid fees' (sometimes referred to as 'fees collected in advance') means fees that are collected before the relevant services have been provided. These include payments made at any time before, during or after the student enrolls. Any payment received before a service is delivered is unearned revenue and is a liability that must be paid back, either through service delivery or as a refund.</p> <p>Therefore, we cannot accept more than \$1500 in advance for course fees. We can accept \$1500 payments every seven weeks in line with the standards.</p> <p>If you require a balance update, please contact the Student Support team or email <a href="mailto:info@herc.tas.edu.au">info@herc.tas.edu.au</a>.</p>

Payment Plan			
%	Description	Non member	ANMF Member
OE	Non-Refundable Enrolment fee – Due on enrolment	\$200	\$200
25%	First Payment on commencement of unit	\$700	\$625
50%	Second Payment halfway through program	\$950	\$837.50
25%	Final Payment on completion of unit	\$950	\$837.50
<b>Total</b>		<b>\$2800</b>	<b>\$2500</b>

Payment Options		
Payment of your course fees can be made via 2 separate options:		
1	Debited from the nominated card as per the above payment plan	This option is automatically set up on enrolment after payment of the enrolment fee. Payments will be direct debited from the card used to pay the enrolment fee.
2	Manually pay invoices from the student admin hub.	If you opt out of having your invoices direct debited from your nominated card at enrolment, invoices will need to be paid manually by you according to the above payment plan. <i>(please note: you will be unable to continue your course if your account is in arrears)</i>
<p><b>Please note: The \$200 non-refundable enrolment fee must be paid on enrolment to confirm your place.</b></p> <p>For more information regarding fees and payments, please see the HERC Fees and Refund Policy.</p> <p>If you would like to discuss an alternative payment option, please contact the HERC student support team directly: <a href="mailto:info@herc.tas.edu.au">info@herc.tas.edu.au</a></p>		

Recognition of Prior Learning (RPL)
<p>Recognition of prior learning (RPL) is an assessment of skills and knowledge you've acquired through previous training, work or life experience which are relevant to your course. RPL allows your provider to assess your existing competency against the requirements of the course. You can be granted part or all of a unit of competency by RPL. You can apply for RPL after enrolling. You need to supply evidence to prove your skills and knowledge. You can use a variety of evidence to apply for RPL such as:</p> <ul style="list-style-type: none"> <li>records of completed training</li> <li>assessment items</li> </ul>

- assessment records
- declarations from your employer

To apply for RPL, please complete the RPL section of the Enrolment Form. For more information, please contact the student support team: info@herc.tas.edu.au

RPL will be assessed on a case-by-case basis, however, a direct transition between units HLTEN507A, HLTEN507B and HLTEN507C have been established and without additional assessment, the costing for this transition is outlined below.

Fee Information	Total Course Fees	ANMF Member Fee
RPL fee for <b>direct</b> transition from unit HLTEN507A, HLTEN507B or HLTEN507C	\$2000	\$1800
RPL for older medication units and/or other prior learning	Please contact us for more information	

### Census Dates

The census date is the last date which students can withdraw from the course without incurring a debt for the course or part of the course. The census date for HLTENN040 is calculated when 20% of the course has been completed.

### Additional Fees and Charges

#### Assessment

All course fees include up to three (3) attempts at assessment per unit. Where an additional assessment is required in order to achieve competency, these additional re-assessment fees will be charged per additional assessment.

<b>Late Assessments</b>	Assessment submitted more than 7 days beyond the due date without an extension may attract a late fee.	\$20
<b>Practical Assessment</b>	Includes any assessment where the student is required to make a presentation to an assessor (practical exam in simulation, oral reports). If a student misses an assessment that includes hire of equipment or engagement of a subject matter expert, the student may be asked to cover the cost of re-hire/engagement.	\$100 per hour
<b>Clinical placement</b>	If a placement is required and your place of work is unable to assist, a clinical placement can be organised by HERC for an additional fee.	\$80 per day

#### Additional Tuition

All course fees include tuition and student support. Where students require ongoing additional tuition beyond the two hours for each competency, these additional tuition fees will be charged per hour.

<b>Additional Tuition/Marking Fees</b>	\$80 per hour
<b>Re-issuing of HERC issued qualification testamurs and academic transcripts</b>	
All course fees include the cost for issuing of 1 copy of a qualification Testamur and academic transcript. These fees apply to each additional copy of a qualification Testamur and/or academic transcript.	
<b>Academic Testamur OR Academic Transcript (Statement of Attainment)</b>	\$10 EACH

### Placement Compulsory Items *(Only applicable if you require a placement)*

National Police Certificate – RESPONSIBILITY OF STUDENT	\$42
Working with Vulnerable People Card – RESPONSIBILITY OF STUDENT	\$115.50

### Direct Debit Request Service Agreement

#### Definitions

**Account** means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

**Agreement** means this Direct Debit Request Service Agreement between you and us.

**Business day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**Debit day** means the day that payment by you to us is due.

**Debit payment** means a particular transaction where a debit is made.

**Direct debit request** means the Direct Debit Request between us and you

**Us or we** means Australian Nursing & Midwifery Federation (Tasmanian Branch) you have authorised by signing a direct debit request.

**You** means the customer who signed the direct debit request.

**Your financial institution** is the financial institution where you hold the account that you have authorised us to arrange to debit.

### 1. Debiting your account

1.1 By signing a *direct debit request*, you have authorised us to arrange for funds to be debited from your *account*. You should refer to the *direct debit request* and this *agreement* for the terms of the arrangement between us and you.

1.2 We will only arrange for funds to be debited from your *account* as authorised in the *direct debit request*.

1.3 If the *debit day* falls on a day that is not a *business day*, we may direct your *financial institution* to debit your *account* on the following *business day*. If you are unsure about which day your *account* has or will be debited you should ask your *financial institution*.

### 2. Changes by us

2.1 We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days' written notice.

### 3. Changes by you

3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us on (03) 6223 6777.

3.2 If you wish to stop or defer a debit payment you should notify us in writing at least fourteen (14) days before the next debit day. Alternatively you can arrange this through your own Financial Institution.

3.3 You may also cancel your authority for us to debit your account at any time by giving us at least fourteen (14) days notice in writing before the next debit day. You may also arrange termination of the Direct Debit Request through your own Financial Institution.

### 4. Your obligations

4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.

4.2 If there are insufficient clear funds in your account to meet a debit payment:

- You may be charged a fee and/or interest by your financial institution;
- You may also incur fees or charges imposed or incurred by us; and
- You must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- You should check your account statement to verify that the amounts debited from your account are correct.

4.7 If Australian Nursing & Midwifery Federation (Tasmanian Branch) is liable to pay goods and services tax ("GST") on a supply in connection with this agreement, then you agree to pay us on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

### 5. Dispute

5.1 If you believe that there has been an error in debiting your account, you should notify us directly on (03) 6223 6777 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.

5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.

5.4 Any queries you may have about an error made in debiting your account should be made to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain

5.5 Details from you of the disputed transaction and may lodge a claim on your behalf.

### 6. Accounts

6.1 You should check: with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.

6.2 Your account details which you have provided to us are correct by checking them against a recent account statement; and

6.3 With your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

**7. Confidentiality**

7.1 We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any or our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

7.2 We will only disclose information that we have about you;

7.3 To the extent specifically required by law; or

7.4 For the purposes of this agreement (including disclosing information in connection with any query or claim).

**8. Notice**

8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to 182 Macquarie St, Hobart TAS 7000.

8.2 We will notify you by sending an advice in the ordinary post to the address you have given us.

8.3 Any notice will be deemed to have been received two business days after it is posted.