

Just Careers Training – Fees and Census Dates

This important document outlines the fees for our courses, the Units of Study (UoS) making up our courses and the associated Census Dates.

What is a Census Date?

The Census Date is the date on which a payment for a Unit of Study is required. You may make this payment upfront or you may have this fee (or part of this fee) paid for using VET Student Loans.

Courses are made up of THREE (3) Units of Study (UoS), each UoS has a Census Date.

- If you withdraw from your UoS **before** the Census Date for that UoS then no fee will be payable (or will you incur a Vet Student Loan debt to the government) for that UoS.
- If you withdraw from your UoS **after** the Census Date for that UoS then no fee will be payable (or will you incur a Vet Student Loan debt to the government) for that UoS.

If you wish to withdraw from a UoS, then you must do this in line with our Withdrawal Procedure that is available online on our website or from our offices. It is important to follow this procedure as soon as you decide to withdraw so that you do not incur unnecessary fees or debt.

In this document

Table 1 – lists the overall course fees for our courses

Table 2 – Shows the Units of Study (UoS) and Census Date for our Diploma of Leadership and Management

Table 3 – Shows the Units of Study (UoS) and Census Date for our Diploma of Leadership and Management

TABLE 1 – Overall Course Fee Information

Code	Name	Approximate Duration	Census Dates*	Amount*
DLM17	Diploma of Leadership and Management	12 months	3 months after the commencement of each UoS	\$5000
DHRM17	Diploma of Human Resource Management	12 months	3 months after the commencement of each UoS	\$5000

*** Notes about fees and Census Dates**

- Our Diploma courses are made up of three Units of Study (UoS).
- The fee listed above is divided into 3 equal payments.
- Please see tables 2 and 3 for UoS information and Census Dates

TABLE 2 – UoS Information and Census Dates for Diploma of Leadership and Management

This Diploma is made up of THREE (3) Units of Study (UoS). The census dates are distributed throughout the course. These are important dates as these are the dates that fees are applied.

Our online courses can be commenced at any time. The following **IS AN EXAMPLE** of the important dates for a course **commencing on the 1st of January 2017**.

Our unique Online Census Calculator (available on our website and also during your enrolment process) allows you to tell us when you would like to start your course, then simply provides you with important fee and census information.

Uos Code	UoS Name	Start Date	End Date	Census Date*	Amount**
DLMM1	UOS 1 – Managing Operational Effectiveness	1 January 2017	29 April 2017	26 July 2017	\$1,667
DLMM2	UOS 2 – Leadership Qualities	1 May 2017	30 August 2017	3 Oct 2017	\$1,667
DLMM3	UOS 3 – Managing and Developing People	1 September 2017	31 December 2017	11 September 2017	\$1,666
Commencement Date – 1 st January 2017					Total = \$5000
Expected Completion – 31 st December 2017					

See important information over the Page

Fee and Census Date Information if Approved for VET Student Loans to cover all or part of the fees applicable.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted.

- If you withdraw (in accordance with our Policy) before the Census Date for a Unit of Study (UOS) then you will **NOT** incur a debt for that Unit of Study (UOS).
- If you withdraw after the Census Date then you will have incurred a debt to the Commonwealth Government.

You will be sent an Invoice Notice 14 days before each census day, indicating your fees and census dates. Your debt is incurred on the day after the census day.

After a census day has passed, Just Careers Training will also send you a Commonwealth Assistance Notice (CAN) for that Unit of Study. The CAN will provide you with information about your debt, including the loan fee if applicable. If you believe your CAN is incorrect, you should contact your college immediately.

See over the page for Diploma of Human Resources Management

TABLE 3 – UoS Information and Census Dates for Diploma of Human Resources Management

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Uos Code	UoS Name	Start Date	End Date	Census Date*	Amount**
DLMM1	UOS 1 – Managing Risks in the Workplace	1 January 2017	29 April 2017	26 July 2017	\$1,667
DLMM2	UOS 2 – Human Resource Management Systems	1 May 2017	30 August 2017	3 Oct 2017	\$1,667
DLMM3	UOS 3 – Managing and Developing People	1 September 2017	31 December 2017	11 September 2017	\$1,666
Commencement Date – 1 st January 2017					Total = \$5000
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