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 uneccessary fees or debt.

If your enrolment is cancelled by our Enrolment and Student Support Officer then you will have received plenty of notice and the date of effect for the cancellation will determine if you have incurred a debt for a UoS commenced.

As with all of our decisions, you may appeal any decision made by accessing and using our Appeals process.

The following tables have been included for your information:

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*
DLM19	Diploma of Leadership and Management	24 months	3 Census Dates calculated at 20% after commencement of each UoS	Refer to Website
DHRM19	Diploma of Human Resource Management	24 months	3 Census Dates calculated at 20% after commencement of each UoS	Refer to Website

* Notes about fees and Census Dates

- Our Diploma courses are made up of 3 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
- We have a publically available Census Date Calculator on our website and you will be provided with these dates on enquiry and on enrolment

TABLE 2 – UoS Information and Census Dates for Diploma of Human Resources 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 table **IS AN EXAMPLE** of the important dates for a course **commencing on the 1st of July 2019**

Our unique Online Census Calculator (available on our website and 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**
HRUoS1	UOS 1 – Managing Operational Effectiveness	1 July 2019	1 March 2020	8 June 2020	Refer to Website (calculated at 1/3 of Course Fee)
HRUoS1	UOS 2 – Leadership Qualities	1 March 2020	1 November 2020	20 April 2020	Refer to Website (calculated at 1/3 of Course Fee)
HRUoS1	UOS 3 – Managing and Developing People	1 November 2020	1 July 2021	20 December 2020	Refer to Website (calculated at 1/3 of Course Fee)
Commencement Date – 1st July 2019 Expected Completion – 1st of July 2021					Total = Refer to Website

* Start Date is defined as the date you gain access to your course (online or your print resources arrive) or attend for a commencement session (for classroom programs). For the first UoS this is after enrolment. For the second and third UoS this depends on when you completed your prior UoS and have been provided with access to the next Module due to your excelled progress in the course (this may be earlier than the 8-month default)

** End Date is defined as the date you have completed the UoS (or have made sufficient progress that your trainer approves and you request access or commencement to the next UoS). This may be earlier than the 8-month default)

*** this is initially calculated as 20% of the total time allocated to the UoS as per the Training Plan (all students receive a Training Plan). All students commence on a Standard Training Plan and then this may be customised to meet learner needs in agreement with the student and the trainer.

TABLE 3 – UoS Information and Census Dates for Diploma of Human Resources 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 July 2019**.

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**
LMUoS1	UOS 1 – Managing Risks in the Workplace	1 July 2019	1 March 2020	8 June 2020	Refer to Website (calculated at 1/3 of Course Fee)
LMUoS2	UOS 2 – Human Resource Management Systems	1 March 2020	1 November 2020	20 April 2020	Refer to Website (calculated at 1/3 of Course Fee)
LMUoS3	UOS 3 – Managing and Developing People	1 November 2020	1 July 2021	20 December 2020	Refer to Website (calculated at 1/3 of Course Fee)
Commencement Date – 1st July 2019 Expected Completion – 1st of July 2021					Total = Refer to website

* Start Date is defined as the date you gain access to your course (online or your print resources arrive) or attend for a commencement session (for classroom programs). For the first UoS this is after enrolment. For the second and third UoS this depends on when you completed your prior UoS and have been provided with access to the next Module due to your excelled progress in the course (this may be earlier than the 8-month default)

** End Date is defined as the date you have completed the UoS (or have made sufficient progress that your trainer approves and you request access or commencement to the next UoS). This may be earlier than the 8-month default)

*** this is initially calculated as 20% of the total time allocated to the UoS as per the Training Plan (all students receive a Training Plan). All students commence on a Standard Training Plan and then this may be customised to meet learner needs in agreement with the student and the trainer.

FOR ALL DIPLOMAs - 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.

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