



A Special Note to all Students,

As you can imagine, the administration work involved in our School is onerous, particularly due to classes being held in varied and distant venues. The choice of venues is designed to accommodate students' busy life-styles and reduce their travelling times, and whilst we have reduced our administration overheads to the absolute minimum, we do have to deal with certain situations that, time wise, involve considerable additional costs. In order not to have to pass these costs on to all students by way of heavily increasing class fees, we have felt it just to attach the following charges to the above mentioned situations.

Administration Charges:

1. On application for deferment of any course a fee of \$100 must be paid at time of request-note that deferments must be requested in writing (not by email) and are dealt with only by the office, and all communications with students in this regard will be in writing.
2. Course/module/clinic reactivation admin fee, \$100 if written deferment approval has been granted, \$180 if written deferral approval has not been granted.
3. On transfer by student from an enrolled class/module/clinic/venue to another fee of \$125 may be charged. This procedure must be requested in writing (not email). Student will be advised by the office whether the request has been granted. The application to transfer to another course/module/clinic/venue is at discretion of the School. Fee must be paid at time of application.
4. On exams being taken outside the scheduled times/venues a fee of \$80 will be charged and payable prior to the exam being taken. Requests directed in writing to the office. An admin fee of \$20 will be charged for exams sent to an external party, ie. a JP.
5. On application and approval an examination reader may be provided, admin cost \$80 (applies for a 1.5 hr exam)
6. Specific letters or academic transcripts requesting information of course hours, costs or other matters directly related to and requested by a student, potential student or graduate. An Administration fee of \$25 will be charged in this circumstance. Postage and handling charges will apply if required.
7. An Administration fee of 50c per page will be made for additional copies of notes after the initial issue. Our notes are copied at a bulk rate and any additional copies involve office staff copying them individually. A fee will be charged to replace course/module notes.
8. Extra copies of qualifications (outside enrolled course qualifications) \$25. Application for extra qualifications must be received in writing.
9. Late assignment assessment fee \$12 per assignment. Applies when student completes assignments later than 6 months after face to face component of course/module completion.
10. Scholarship initial administration non-refundable application fee \$50 applies to course/module.
11. \$80 for refund of course/module fees when applicable made two weeks prior to commencement of course, \$120 on refund of course/module fees made within two weeks of commencement and \$300 after commencement of course/module. All refunds must be approved by the School as it is stated and agreed by the student in the Application for Enrolment form that all fees are non-refundable once a course/module/seminar has commenced.
12. Administration fee of \$12.00 will be charged when students attend a class at any venue other than their enrolled venue. This will occur only following written application by the student to the office and subsequent authorisation in writing both to the student and the alternate venue. Payment of the Admin charge needs to be made at the office at the time of application.
13. External (not in class/clinic time) course/module/seminar Practical Competency Assessments will incur a fee of \$150-\$250. Fee will be confirmed by the office and must be paid at time of booking and prior to the assessment.
14. Scholarship/funded course/modules ,transfer or course/module/clinic payout charge \$50 (inclusive of changes in student clinic number requirements). Transfer/payout fee due at time of transfer/payout request which must be in writing.
15. **RPL (Recognition of Prior Learning) Non-Refundable Assessment Fees:**
 - a. Non enrolled student (has never paid SIBT enrolment fee or completed an SIBT course/module) - \$280
 - b. Enrolled Student (has paid enrolment fee, hasn't commenced training with SIBT) - \$80
 - c. Enrolled Student (has paid enrolment fee, is currently or has completed a course/module-\$50
 - d. 1-2 Day Seminar/Module (SIBT enrolled student application received prior to course/seminar/module commencement) - \$55
 - e. 1-2 Day Seminar/Module (SIBT enrolled student application received within a week of actual seminar/module commencement) - \$80
 - f. 1-2 Day Seminar/Module (application received after course/module/seminar commencement) - \$100

The School may not accept or assess RPL applications at any time and/or after a course/module has commenced without giving reason. The school cannot guarantee that RPL applications will be successful.
16. **Student Clinic Administration Fees**

A minimum of 10 days notice is required to cancel, defer or change a clinic booking that a student has personally booked and has been confirmed by the office. Shorter notice will incur fees including administration and rescheduling fees. Rescheduling fees must be paid at the time of the clinic rescheduling request to cover costs incurred by the School.

Fees for cancelled, deferred, no shows or request to change clinics within the 10 days nominated period

 - a. Cancellation of 6 clients at \$34-\$38 per client \$204-\$228 (fee includes contacting and rescheduling clients)
 - b. Clinic administration fee \$80 (to contact clients, reschedule clients and attempt to find at short notice a replacement clinic student)
 - c. Rescheduling fee \$100 (no Medical Certificate provided) or \$30 (Medical Certificate provided). Applies in all instances where less than 10 days notice is given to cancel/defer/change a clinic)
 - d. Students who do not show up/give any notice of their non-attendance for booked clinic may have their clinics terminated until counselling with a School's representative has occurred. No show fees will include (a), (b), (c) above plus the reactivation fee as above.
 - e. Late arrival fee \$28 (without advising the school and without good reason) strictly applies when a student is more than 10 minutes late arriving at a student clinic they have booked & is payable on the day the student is late prior to their participation in the clinic.
 - h. Clinic Assessments - Within normal clinic situation when student is actively treating clients \$75. Outside normal clinic situation \$150-\$280.
 - g. Deferment of clinic requests must be received in writing, clinic reactivation admin charges apply after 6 months of last clinic attended. Approved written requests admin fee \$80, non approved requests \$150.
 - h. Table hire \$10 per clinic - table hire must be applied and paid for prior to clinic day and is subject to availability. Student is responsible to advise School of table breakages immediately, if student is responsible for damage, damages must be paid for by student.
 - i. Clinic/Class/Module equipment hire \$10 per clinic or class/module and includes the use of School's towels and sheets linen etc.
17. School reserves the right to charge interest on all overdue course fees and/or payment for products ordered at the annual percentage rate equivalent to the prime overdraft rate for the time being applied by the Commonwealth Bank of Australia plus two percent (2%).
18. GST will be charged if applicable.

School requires students to understand & have read Rules & General Conditions of Enrolment. The School requires admin fees to be paid on time & prior to qualifications being issued. It is the student's responsibility to ensure they have the latest version of Admin fees. Revised admin fees are applicable from 1/9/11.