

2025 SCHEDULE OF FEES

QUALIFICATION FEES

The fees stated for each course are the total fees payable by the student to undertake the study in the selected qualification. MiTraining’s qualifications are offered as domestic fee-for-service courses.

Code	Qualification	Fee
BSBSS00103	New Business Ventures skill Set	\$600
BSBSS00119	Customer Service Skill Set	\$600
BSB30120	Certificate III in Business	\$2,996
BSB30120	Certificate III in Business (Customer Engagement)	\$2,996
BSB30120	Certificate III in Business (Administration)	\$2,996
BSB30120	Certificate III in Business (Medical Administration)	\$2,996
BSB30120	Certificate III in Business (Records and Information Management)	\$2,996
BSB30220	Certificate III in Entrepreneurship and New Business	\$2,996
BSB40520	Certificate IV in Leadership and Management	\$3,620
BSB50420	Diploma of Leadership and Management	\$4,345

Fees for all courses including qualifications, short courses, skill sets, course bundles and micro credentials are published on the MiTraining website.

PAYMENT OPTIONS

Qualifications

To support equal access and affordability, MiTraining offers flexible payment plan options for students enrolling in a qualification. Payment plans require a \$200 deposit to be paid at the time of enrolment, with the remaining course fees paid in equal instalments over the duration of the payment plan.

No payment totalling more than \$1,500 will be taken at any given time in advance of the training delivered in the qualification.

Short Courses, Skill Sets & Micro Credentials

Payment of fees for short courses, skill sets and micro credentials are due in full at the time of enrolment and are non-refundable. All course fees are published on the MiTraining website.

Fee Inclusions

Fees for accredited courses and qualifications are inclusive of:

- Access to the MiTraining Learning Management System (LMS)
- Provision of online course materials, assessment and assessment marking
- Ongoing service and student support for the duration of the study
- Issuance of original certificates including a Statement of Attainment, Record of Results and Testamur to eligible students
- Access to the MiGroup Employee Assistance Program

TERMS AND CONDITIONS

Enrolment in any course of study is subject to the policies published on the MiTraining website. Upon enrolment, applicants must agree that they have read, understood and agreed to the policy documentation.

Payment Plans

Students enrolled in a qualification who pay course fees on a payment plan are subject to the following terms and conditions:

- The deposit amount must be paid in full at the time of enrolment
- Students must have the financial capacity to meet the agreed instalments at the time of entering a payment plan
- Payment instalments commence on the published start date of the course
- Students may select either weekly or fortnightly instalments
- Defaulting on a payment plan may result in suspension of enrolment and removal of access to the course
- Students who default on consecutive instalments may have course access suspended until payment is brought up to date
- Students who are unable to make an instalment on the specified due date must notify MiTraining 48 hours in advance of the instalment due date. MiTraining will discuss an adjusted payment plan with the student
- Failure or inability to pay course fees may result in the Record of Results, Statement of Attainment, Testamur and eligibility for graduation to be withheld. All fees and charges must be paid in full before any certification documentation is issued
- All outstanding debt with MiTraining must be paid in full before entering a new payment plan

RE-ISSUE OF CERTIFICATES

Students may request a replacement of an original Qualification Testamur, Record of Results, or Statement of Attainment.

The fee for re-issue of certificates is as follows:

- \$33.00 Statement of Attainment for a single unit of competency
- \$50.00 Qualification Testamur and Record of Results

All fees must be paid in full prior to re-issue of certificates.

RECOGNITION OF PRIOR LEARNING (RPL)

The RPL assessment process is outlined in the Recognition of Prior Learning Policy available on the MiTraining website. MiTraining will discuss the suitability of RPL as an assessment with a candidate prior to charging the non-refundable \$250 application fee to proceed with the first stage of RPL assessment.