

AUTHORISATION FOR INVOICING Fee for Service Individual Learners

These fees are prepared in accordance with Aspires Fees and Charges Policy 2020.

| INVOICE DETAILS | | | |
|----------------------|--|-----------------|--|
| Participant | | | |
| Qualification | | | |
| Company | | | |
| Company Contact | | | |
| Address | | | |
| Contact Number | | | |
| Email | | | |
| Concession | <input type="checkbox"/> Yes <input type="checkbox"/> No | Concession Type | |
| Qualification Cost | | Resource Cost | |
| Total Cost (ex GST)* | | PO Number | |

Fees in Advance

As a requirement of Aspire’s registration as a Registered Training Organisation (refer to Standard 7.3 of the Standards for RTO’s 2015), Aspire is required to implement a process or strategy that will ensure that fees collected in advance from **individual learners** are suitably protected. Aspire has chosen to meet this requirement by accepting no more than \$1,500 upfront from each individual learner, which is the stipulated threshold pre-paid fee amount. This requirement does not apply when the fees of a learner are paid by a third party, for example, the learner’s employer. Where the total fee exceeds \$1,500 individual learners will be asked to agree a payment plan see *APT F&C 003 ‘Payment Plan Authorisation’*

Please note:

- Fee adjustments may occur in accordance with Aspires Fees and Charges Policy 2020 or later years
- This authorisation is not intended to cover group based or on line delivery
- If additional resources are requested following the completion of this form separate fees may apply.

The employer may **choose** to meet the cost of the participant’s fee. Please select one of the following options for payment:

| OPTION 1 To be completed where the participant will meet the cost of the training | | | |
|--|--|------|--|
| Name | | | |
| Signature | | Date | |

| OPTION 2 To be completed where the employer will meet the cost of the training. | | | |
|--|--|------|--|
| Name | | | |
| Signature | | Date | |

By signing you agree to the terms listed above and Aspires Fees and Charges Policy 2020.