

FEES AND CHARGES POLICY AND PROCEDURES

POLICY

LT Training is committed to ensuring transparency, consistency, and fairness in the setting, communication, collection, of fees and charges payable for the range of services, including Fee for Services and Queensland Government funded VET programs.

PROCEDURES

Pre-enrolment

- All fees and charges are in Australian Dollars.
- All accredited educational course fees are exempt of GST as detailed in the ATO rulings <https://www.ato.gov.au/law/view/view.htm?docid=GST/GSTR20031/NAT/ATO/00001>
- GST applies to all non-accredited educational course fees.
- The total amount of all fees including course fees, co-contributions and any additional location charges for enrolling in a short course or qualification are provided to all prospective student's prior to enrolment.
- Full fees for each course/qualification are published on <https://www.lttraining.com.au/>, under the relevant qualification or short course.
- Queensland Government Co-contribution fee information is provided in Appendix A and Appendix B.
- All prospective students, trainees, and apprentices must read and understand the Fees and Charges Policy and Procedures before enrolling in a course with LT Training, which form part of the LT Training policies and procedures.
- All employers who may be enrolling prospective employees, trainees or apprentices must read and understand the Fees and Charges Policy and Procedures before enrolling a person into a course/apprenticeship or traineeship offered by LT Training.
- All students, trainees, apprentices/trainees and/or employers must agree to the relevant fees and charges prior to enrolments being received by LT Training.
- Additionally, employers must agree in *writing* with LT Training to relevant fees and charges prior to enrolling an employee, trainee or apprentice in a course/qualification.

Schedule of Fees and Charges

Fee for Service (FFS) Non-State Government-funded student fees (accredited training)

- LT Training accepts prepayment of accredited educational fees as a deposit (less than \$1500) via Employer or Student invoice; Bank transfer, Credit Card, PayPal or Stripe at time of booking.
- Accredited educational fees are detailed on LT Training website <https://www.lttraining.com.au/>
- All accredited educational training is GST exempt.
- Accredited educational fees up to the value of \$1500 must be paid for prior to course/qualification commencement.
- When a course/qualification costs more than \$1500, a minimum deposit of \$1500, as a deposit is required prior to course/qualification commencement, with the balance of the fees paid in a payment plan after the course/qualification commences, which does not exceed \$1500 prepayment.
- Accredited courses, additional travel and accommodation costs may apply for locations outside of LT Training site training locations. (For example, an employer or worksite location.) GST will apply. The amount that applies will be 95c per km return travel, plus for overnight stays up to \$300 per night for Trainer's meals and accommodation. LT Training reserves the right to negotiate these fees prior to scheduling a course.
- Courses organised on a weekend may require a minimum of six students, plus the above travel and accommodation. LT Training reserves the right to negotiate these fees prior to scheduling a course.
- All invoices must be paid within fourteen (14) days from the date of the Invoice and, where applicable, prior to course commencement.
- Non-payment of the agreed deposit, prior to course commencement, may result in cancellation of an enrolment.

- Before any AQF Certification documentation can be issued, all agreed fees and charges must be paid in full to LT Training.

Fee for Service (FFS) student fees (non-accredited training)

- LT Training accepts prepayment of fees as a deposit to secure a place in non-accredited training course.
- Non accredited training fees are detailed on LT Training website <https://www.lttraining.com.au/our-courses-2/>
- GST applies to all non-accredited training course fees.
- Non-accredited courses, additional travel and accommodation costs may apply for locations outside of LT Training site training locations.(For example, an employer or worksite location.) GST will apply. The amount that applies will be 95c per km return travel, plus for overnight stays up to \$300 per night for Trainer's meals and accommodation. LT Training reserves the right to negotiate these fees prior to scheduling a course.
- Courses organised on a weekend may require a minimum of six students, plus the above travel and accommodation. LT Training reserves the right to negotiate these fees prior to scheduling a course.
- All invoices must be paid prior to course commencement.
- Non-payment of the agreed deposit, prior to course commencement, may result in cancellation of an enrolment.
- Before any Certification documentation can be issued, all agreed fees and charges must be paid in full to LT Training.

QUEENSLAND GOVERNMENT FUNDED PROGRAMS – FEES AND CHARGES

CAREER START PROGRAM

- LT Training is a Skills Assure Supplier (SAS), approved by the Department of Trade, Employment and Training (DESBT) and offers the AHC31024 Certificate III in Parks and Gardens qualification for eligible students.
- Through the Career Start program eligible students, the Queensland Government will provide a subsidy to their training, with eligible students required to contribute to the cost of their training through either a non-concessional or *concessional co-contribution fee.

General Training Pathway

- AHC31024 Certificate III in Parks and Gardens qualification is offered as a General Training Pathway under the Queensland Government Career Start Program.
- Co-contribution fees may be paid on behalf of a Student by their employer or a third party (unrelated to LT Training), but cannot be waived directly or indirectly by LT Training, unless approved in writing by the Queensland Government department.
- Co-contribution fees will not be charged for credit transfers; transitional gap training or for student cohorts who are exempt from paying co-contribution fees as specified below:
 - Skilling Queenslanders for Work or SQW participants;
 - Specific fee – free training programs as announced by the Queensland Government;
 - Foundation Skills training
 - Lower-level vocational qualification for concessional Students
- *Concessional student status applies to students who fall into one of the following categories:
 - Holds a Health Care, Veteran or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependent of a person who holds such a card and is named on the card;
 - Holds an official form issued under Commonwealth law confirming that they, their partner, or the person of whom they are a dependent is entitled to concessions under a Health Care, Veteran or Pensioner Concession Card;
 - Identifies as Aboriginal or Torres Strait Islander;
 - Has a disability;
 - Is an adult prisoner.
- LT Training cannot request or demand more than 30% of the total Co-contribution fee cost upfront.
- The Co-contribution fee for eligible concessional students is \$10-00 per unit of competency, and \$20-00 per unit of competency for non-concessional students.

- Additional Location charges apply for students who are located in excess of 200 km from LT Training Sunshine Coast Head Office location. These additional charges may be paid for by the student or the student's employer and will be negotiated and agreed upon, prior to the student enrolling in training and prior to training commencing. Please refer to Appendix A 2025 Co-contribution rate location information sheet ([Career Start General Pathway](#)) AHC31024 Certificate III in Parks and Gardens. Please note: GST is included in the additional travel and accommodation costs detailed in Appendix A.

Apprenticeship and Traineeship Pathway

- AHC31024 Certificate III in Parks and Gardens qualification is offered as an Apprenticeship Pathway under the Queensland Government Career Start Program.
- For eligible apprentices, LT Training is required to charge co-contribution fees.
- Co-contribution fees are set by the Queensland Government department at \$1.60 per nominal hour for each Unit of Competency and will be calculated at the commencement of each unit. This fee can be paid by the student, employer or a third party, unrelated to LT Training.
- Additional Co-contribution fees will be charged, as detailed in Appendix B 2025 Co-contribution rate location information sheet ([Career Start Apprenticeship and Traineeship Pathway](#)) AHC31024 Certificate III in Parks and Gardens where apprentices are located in excess of 200 km from LT Training Sunshine Coast Head Office location. These additional charges may be paid for by the student or the student's employer and will be negotiated and agreed upon, prior to the student enrolling in the apprenticeship/traineeship. . Please note: GST is included in the additional travel and accommodation costs detailed in Appendix B.
- Apprentices/trainees that fall into one of the following categories will only be charged 40% of the Co-contribution fee and are referred to in Appendix B as 'concessional enrolments:'
 - Was or will be under 17 years of age at the end of February in the year in which LT Training provides training, and is not at school and has not completed Year 12;
 - Holds a Health Care, Veteran or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependent of a person who holds such a card and is named on the card;
 - Holds an official form issued under Commonwealth law confirming that they, their partner, or the person of whom they are a dependent is entitled to concessions under a Health Care, Veteran or Pensioner Concession Card;
 - Identifies as Aboriginal or Torres Strait Islander;
- Apprentices/trainees that fall into one of the following categories will be exempt from paying Co-contribution fees:
 - Undertaking a qualification as part of the Skilling Queenslanders for Work or SQW;
 - Specific fee – free training programs as announced by the Queensland Government;
 - Foundation Skills training;
 - School based apprenticeship or traineeship.
- Apprentices/trainees who are eligible for the Free Apprenticeships for Under 25s initiative will not be charged a fee. The Queensland Government department will cover the Co-contribution fee.

Financial Hardship

Where budgetary evidence indicates that the student contribution fee would cause extreme financial hardship to a student, or an apprentice/trainee and would adversely impact on their standard of living, LT Training will waiver the Co-contribution fee. To apply for this exemption a student/apprentice/trainee must apply to LT Training at info@lttraining.com.au, with evidence that the payment will cause extreme financial hardship. LT Training will discuss options with the student/apprentice/trainee and decisions will be made on an individual, case by case basis, with agreement in writing by all parties. Please note that applying under Financial Hardship does not guarantee a full or partial refund or transfer of fees.

Refund of Fees and Charges

Please refer to LT Training's Refund Policy and Procedures for refund policy, conditions and procedures.

Please note: prior to 1 July 2025 eligible students under the User Choice program are charges the same in accordance with the Career Start fees and charges that apply. **USER CHOICE - <https://desbt.qld.gov.au/training/providers/funded/userchoice>*

APPENDIX A

2025 Co-contribution rate location information sheet (Career Start General Pathway)

AHC31024 Certificate III in Parks and Gardens

Location	Local Government Areas	Distance from Sunshine Coast Office	Co-contribution rate for concessional enrolments	Co-contribution rate for non-concessional enrolments	Associated costs which have been included in the co-contribution fees, including breakdown information <i>The number of students per location after 200 km will reduce costs per unit.</i>
South EAST QLD	City of Brisbane, City of Gold Coast, Somerset Region, Sunshine Coast Region, City of Moreton Bay, Redland Bay, Logan City, Ipswich, Shire of Noosa, Shire of Gympie	Up to 200 km	\$10.00 per unit	\$20.00 per unit	<p>One student: <i>For example, there is one non-concessional student enrolled at the location doing the program. The student does not hold any units of competency beforehand. The cost will be \$20/unit, and there is no location contribution amount.</i></p> <p>Estimate of additional costs: <i>Motor vehicle travel - 0.85 cents per km one vehicle (up to 200km from LT Training's Head Office) based on Trainer/Assessor travelling to the region over 8 day visits</i></p>
South EAST QLD and further	Scenic Rim Region, Toowoomba Region, including Toowoomba, Condamine, Nanango, Goondiwindi, Southern Downs and Western Downs, Lockyer Valley Region, North Burnett, South Burnett, Bundaberg, Shire of Balonne	200–600 km	\$10.00 per unit *\$130 per location per unit	\$20.00 per unit *\$130 per location per unit	<p><i>LT Training reserves the right to negotiate contribution fees based on location-specific circumstances. The standard rates are provided in the table below.</i></p> <p>One student: <i>For example, for one student, the cost will be \$20/unit plus \$130/location = \$150/unit</i></p> <p>Four students: <i>For example, based on a Trainer/Assessor travelling to the region for a two 4-day block delivery, i.e. 8 days, and there are four non-concessional students enrolled at the location. The cost will be \$20/unit plus (\$130/4 students) = \$52.5 per unit</i></p> <p>Estimate of additional costs:</p> <ul style="list-style-type: none"> • Accommodation Costs – up to \$150 per night for eight nights. $150 \times 8 = \\$1200$ • Meal Costs -105×8 days = \$840 • Motor vehicle return trip 400 km (least kms) $\times 0.85c$ per km = \$340 per trip $\times 2$ trips = \$680 • TOTAL COSTS = \$2720 @ 16 units = \$170 per unit



Mackay, Isaac and Whitsunday	City of Mackay, Mackay, Shire of Mirani, Shire of Sarina, Shire of Bowen, Shire of Whitsunday	Over 600 km	\$10.00 per unit *\$200 per location per unit	\$20.00 per unit *\$200 per location per unit	<p><i>LT Training reserves the right to negotiate contribution fees based on location-specific circumstances. The standard rates are provided in the table below.</i></p> <p>One student: <i>For example, for one student, the cost will be \$20/unit plus \$200/location = \$220/unit</i></p> <p>Four students: <i>For example, based on a Trainer/Assessor travelling to the region for a two 4-day block delivery, i.e. 8 days, and there are four non-concessional students enrolled at the location. The cost will be \$20/unit plus (\$200/4 students) = \$70 per unit</i></p> <p>Estimate of additional costs:</p> <ul style="list-style-type: none"> • Accommodation Costs – up to \$150 per night • Air Travel – over 600 km from LT Training’s Head Office - best value fare at the lowest cost fare available at the time of booking. • Meal Costs: <ul style="list-style-type: none"> • Breakfast – up to \$25 • Lunch – up to \$30 • Dinner – up to \$50 <p><i>Example below based on a Trainer/Assessor travelling to the region for two 4 day block delivery i.e. 8 days</i></p> <ul style="list-style-type: none"> • Air Travel return ticket = \$1500 x 2 visits = \$3000 • Accommodation - \$150 x 8 days = \$1200 • Meal Costs -\$105 x 8 days = \$840 • TOTAL COSTS = \$5040 @ 16 units = \$315 per unit
Central QLD	Central Highlands, Isaac				
North QLD	Burdekin, Hinchinbrook, Palm Island, Townsville				
Far North QLD	Aurukun, Burke, Cairns, Carpentaria, Cassowary Coast, Cook, Croydon, Doomadgee, Douglas, Etheridge, Hope Vale, Kowanyama, Lockhart River, Mapoon, Mareeba, Mornington, Mapranum, Northern Peninsula Area, Pormpuraaw, Tablelands, Torres Strait Islands, Weipa, Wujal, Yarrabah				

APPENDIX B

2025 Co-contribution rate location information sheet (Career Start Apprenticeship and Traineeship Pathway)

AHC31024 Certificate III in Parks and Gardens

Location	Local Government Areas	Distance from Sunshine Coast Office	Co-contribution rate for concessional enrolments	Co-contribution rate for non-concessional enrolments	Associated costs which have been included in the co-contribution fees, including breakdown information <i>The number of students per location after 200 km will reduce costs per unit.</i>
South EAST QLD	City of Brisbane, City of Gold Coast, Somerset Region, Sunshine Coast Region, City of Moreton Bay, Redland Bay, Logan City, Ipswich, Shire of Noosa, Shire of Gympie	Up to 200 km	\$0.64 per nominal hour per unit	\$1.60 per nominal hour per unit	<p>Calculation: The total fee for a unit of competency is calculated by multiplying the nominal hours for that unit by the applicable fee rate (either \$1.60 or \$0.64). <i>The unit nominal hours for a specific unit in this example are 60 hours.</i></p> <p>One student: <i>The nominal hour cost will be 60 hours x \$1.60 = \$96/unit/student. There is no location fee.</i></p> <p>Estimate of additional travel costs: Motor vehicle travel - 0.85 cents per km one vehicle (up to 200 km from LT Training's Head Office) <i>based on Trainer/Assessor travelling to the region over 8 day visits</i></p>
South EAST QLD and further	Scenic Rim Region, Toowoomba Region, including Toowoomba, Condamine, Nanango, Goondiwindi, Southern Downs and Western Downs, Lockyer Valley Region, North Burnett, South Burnett, Bundaberg, Shire of Balonne	200–600 km	\$0.64 per nominal hour per unit *\$60 per location per unit	\$1.60 per nominal hour per unit *\$60 per location per unit	<p><i>*LT Training reserves the right to negotiate contribution fees based on location-specific circumstances. The standard rates are provided in the table below.</i></p> <p><i>The unit nominal hours for a specific unit in this example are 60 hours.</i></p> <p><i>The nominal hour cost will be 60 hours x \$1.60 = \$96/unit/student</i></p> <p>One student: <i>For example, for one student at the location, the cost will be \$96 + \$60 = \$156 per unit</i></p> <p>Four students: <i>For example, there are four non-concessional students enrolled at the location doing apprenticeships. Four students enrolled will be \$60/4 = \$15</i> <i>The total cost will be \$96 + \$15 = \$111 per unit/student</i> <i>Example below based on a Trainer/Assessor travelling to the region for a two 4-day block delivery, i.e. 8 days</i></p> <p>Estimate of additional costs:</p>

					<ul style="list-style-type: none"> Accommodation Costs – up to \$150 per night for eight nights. $\\$150 \times 8 = \\1200 Meal Costs $-\\$105 \times 8 \text{ days} = \\840 Motor vehicle return trip 400 km (least kms) $\times 0.85c \text{ per km} = \\$340 \text{ per trip} \times 2 \text{ trips} = \\680 TOTAL COSTS = $\\$2720 @ 16 \text{ units} = \\$170 \text{ per location/unit}$
Mackay, Isaac and Whitsunday	City of Mackay, Mackay, Shire of Mirani, Shire of Sarina, Shire of Bowen, Shire of Whitsunday	Over 600 km	\$0.64 per nominal hour per unit *\$130 per location per unit	\$1.60 per nominal hour per unit *\$130 per location per unit	<p><i>*LT Training reserves the right to negotiate contribution fees based on location-specific circumstances. The standard rates are provided in the table below.</i></p> <p><i>The unit nominal hours for a specific unit in this example are 60 hours.</i></p> <p>One student: <i>For example, for one student at the location the cost will be $\\$96 + \\$130 = \\$226 \text{ per unit}$</i></p> <p>Four students: <i>For example, there are four non-concessional students enrolled at the location doing apprenticeships. The nominal hour cost will be $60 \text{ hours} \times \\$1.60 = \\$96/\text{unit}$</i> <i>Four students enrolled will be $\\$130/4 = \\$32.50/\text{unit}$</i> <i>The total cost will be $\\$96 + \\$32.50 = \\$128.50 \text{ per unit}$</i></p> <p>Estimate of additional costs:</p> <ul style="list-style-type: none"> Accommodation Costs – up to \$150 per night Meal Costs: <ul style="list-style-type: none"> Breakfast – up to \$25 Lunch – up to \$30 Dinner – up to \$50 <p><i>Example below based on a Trainer/Assessor travelling to the region for two 4 day block delivery i.e. 8 days</i></p> <ul style="list-style-type: none"> Air Travel return ticket = $\\$1500 \times 2 \text{ visits} = \\3000 Accommodation - $\\$150 \times 8 \text{ days} = \\1200 Meal Costs $-\\$105 \times 8 \text{ days} = \\840 TOTAL COSTS = $\\$5040 @ 16 \text{ units} = \\315 per location
Central QLD	Central Highlands, Isaac				
North QLD	Burdekin, Hinchinbrook, Palm Island, Townsville				
Far North QLD	Aurukun, Burke, Cairns, Carpentaria, Cassowary Coast, Cook, Croydon, Doomadgee, Douglas, Etheridge, Hope Vale, Kowanyama, Lockhart River, Mapoon, Mareeba, Mornington, Mapranum, Northern Peninsula Area, Pormpuraaw, Tablelands, Torres Strait Islands, Weipa, Wujal, Yarrabah				