

# Statement of Fees & Funding Information 2026



## Fees Overview

1. Short course fees are paid when you enrol
2. Nationally recognised training is GST free. Material fees are inclusive of GST.
3. The student tuition fees as published are subject to change given individual circumstances at enrolment and details of any other fees including but not limited to student services, amenities, goods, or materials.
4. Discounts and promotional codes may be provided
5. At the CEO's discretion, fees can be waived for any student prior to, during, or post training and assessment
6. All programs are considered current unless superseded, superseded is notated with an \*
7. Fee for service = Not using/eligible for skills first funding
8. Other promotions and discounts may apply

Short Course	Fee's	Discounts	
<b>Coffee Job Ready</b> 1 day	\$180	On completion get 50% OFF your RSA or Food Handler's certificate.	
<b>Bar Job Ready</b> 1 day	\$280	On completion get 50% OFF your RSA or Food Handler's certificate.	
<b>Hospitality Essentials Pre-Employment Program</b> SITHFAB021 Provide responsible service of alcohol SITXFSA005 Use hygienic practices for food safety	\$500		
<b>Responsible Service of Alcohol</b> SITHFAB021 Provide responsible service of alcohol.	\$65		
<b>Food Handlers Certificate – Level 1</b> SITXFSA005 Use hygienic practices for food safety	\$60		
<b>Food Safety Supervisors – Level 2</b> SITXFSA006 Participate in safe food handling practices	\$240		
AQF Qualifications	Tuition Fee Types		
	Skills First Funded	Concession Skills First Funded	Fee for Service Not eligible for government funding
SIT30622 Certificate III Hospitality (Non-Traineeship)	Not available in 2026		\$4,000
SIT30622 Certificate III Hospitality (Traineeship)			\$5,500
SIT40422 Certificate IV in Hospitality			\$4,000
SIT40422 Certificate IV in Hospitality (Traineeship) <sup>1</sup>			\$6,000
BSB30719 Certificate III Work Health Safety			\$2,400
BSB40520 Certificate IV in Leadership and Management			\$4,000

<sup>1</sup>SIT40422 - 638 hours x \$5.85 /hr = \$3732.30

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## Group Bookings

Please book with Head Office prior to it commencing, a \$300 deposit will be charged to secure your booking. Deposits can be refunded if cancellation is more than 48 hours' notice in advance. If you need to reschedule the training date, with less than 48 hours' notice this may incur a \$300 charge. Certificates will not be released until all payments are made.



Item	Rate	Description
2-4 Hour Training Session	\$500	Includes statement of participation and custom training
5-6 Hour Training Session	\$650	Includes statement of participation and custom training
7-8 Hour Training Session	\$800	Includes statement of participation and custom training
Travel greater 20km each way	\$2 per KM (plus GST)	Travel to and from head office
<b>Per student additional charges</b>		
Coffee/Bar supplies per student	\$20 (plus GST)	Coffee, beans, milk, chai chocolate powder and other condiments
Per assessment with accredited outcome.	\$60	Enrolment in Nationally accredited unit Canvas License Assessment grading and support Digital statement of attainment

## Traineeships

Where the employer can arrange for group training in the workplace for traineeships, discounts can be applied to tuition fees charged for Skills First Funded trainees. Group training is when each employee is available for training at the same time, SIU requires a minimum of 4 per class to run group training sessions, if numbers are less than this a gap fee will be charged. When groups reach 5 enrolled trainees, subsequent enrolments in the same group will have their funded tuition fees waived and fee for service students will have a 50% discount on tuition fees.

## Other Fees and Charges

Fees and charges may change each year, all fees are GST inclusive except reassessment fees that are GST free. If a student has outstanding payments they will be unable to book placements visits, first aid or receive their statement of attainment and qualification

Type	Description	Price
Practical class rebooking	Rebooking more than 3 catch-up classes (charged from the 4 <sup>th</sup> rebooking)	\$50
Class/Course Swap	<ul style="list-style-type: none"> <li>Changing/swapping classes more than once (charged from the 2<sup>nd</sup> class swap)</li> <li>Course swap form to be completed</li> </ul>	\$100
Course Extension	<ul style="list-style-type: none"> <li>Each student will be allowed one free course extension up to 3 months or longer if specifically requested.</li> <li>Further extensions will incur this fee per extension.</li> <li>If you reach the planned end date for your course, we will automatically extend your duration and invoice you if this is your 2<sup>nd</sup> extension</li> <li>Course extensions cover administration fees and the costs of our digital platforms which are billed per user annually.</li> </ul>	\$100
Travel Fee	Fees charged for practical placement greater than 50km from head office address West Melbourne. <ul style="list-style-type: none"> <li>\$3 per Km over 50 km each way</li> </ul>	\$200-\$750
Deferral	<ul style="list-style-type: none"> <li>Extending deferral period</li> </ul>	\$100
Recommendation	<ul style="list-style-type: none"> <li>When you seek to be re-enrolled after withdrawal</li> </ul>	\$100

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Replacement Certificate	<ul style="list-style-type: none"> <li>If you need a certificate to be re-printed and sent via post.</li> <li>Digital certificates re-issued will not cost</li> </ul>	\$20
Recognition of prior learning (RPL)	<ul style="list-style-type: none"> <li>Application fee \$250 (to determine if RPL is suitable for you and provide a briefing of how the process works)</li> <li>\$400 per unit of competency</li> <li>\$100 per hour if additional assessment is required due to gaps in evidence provided</li> </ul>	\$250 Application \$400 per unit of competency
Postage & Handling	<ul style="list-style-type: none"> <li>Student requests additional materials to be posted</li> </ul>	\$25
External Appeals	<ul style="list-style-type: none"> <li>see student handbook</li> </ul>	
<b>Reassessment Fees</b>		
Scheduled Support Session (SSS)	<ul style="list-style-type: none"> <li>1 hour theory block</li> </ul>	\$100
Practical Skills	<ul style="list-style-type: none"> <li>Delivered as part of a class or individually depending on trainer and assessor availability</li> </ul>	\$300
Practical Placement Visit	<ul style="list-style-type: none"> <li>Per practical placement visit</li> <li>This fee will be charged if you miss your scheduled visit and fail to notify the trainer within the designated timeframe</li> </ul>	\$300
Academic Misconduct – Reassessment fee	<ul style="list-style-type: none"> <li>As per the academic misconduct policy – aligns with your 2<sup>nd</sup> warning</li> <li>Fee payable before reassessment can be undertaken</li> </ul>	\$100
<b>Other Fees &amp; Charges</b>	SIU may charge for additional services for an individual student or group. If these are to be charged, they will be provided to the student, or person/business covering the cost of the individuals/groups training (etc) <b>prior</b> to enrolment. Such charges could include: room hire fees, interpreters, travel and accommodation charges, increased rates – should groups decrease in size, one-one tutoring services, other educational support services.	

## Fee protection

We do not accept more than \$1,000 prior to commencing your course, or once commenced no more than \$1,500 in advance of services delivered. This applies per individual, not group bookings.

## Payment Options & Refunds

A number of courses will require a \$50 booking fee to be paid at enrolment. This secures your place in the course. Booking fees are deducted from the overall course fee. If we cancel a course students will receive full refunds. To request a refund you MUST email [info@serveitup.com.au](mailto:info@serveitup.com.au). Students are advised of the refund decision within 5 business days via email.

Refunds for courses are provided on the following basis:

Type of course	How & when to pay	Refund Information
<b>Short Course Fees</b>	Credit Payment when enrolling online.  Paid prior to course start date.	<ul style="list-style-type: none"> <li>Fully refundable if you cancel 3 business days or more, before the course commencement date.</li> <li>Can be transferred to another course date within 1 month if you provide written notice before the course start date. Enrolment can only be transferred on 1 occasion.</li> </ul>
<b>Self-paced food safety</b>	Stripe – at enrolment – before your gain access to the course.	<ul style="list-style-type: none"> <li>Fully refundable if you do not click on the course link and commence the course (within 7 days of being sent the course access).</li> <li>Partial refund (full fee less \$30 administration fee) if you cancel within 7 business days of enrolment and have access materials.</li> </ul>
<b>Qualifications</b>	Tuition fees and payment plans	<ul style="list-style-type: none"> <li>Fully refundable if you cancel within the cooling off period</li> <li>Formal withdrawals, can receive a refund of tuition fees paid for classes/assessments not yet commenced as per the class schedule, from the date withdrawal/refund</li> </ul>

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		request. Tuition fees will be divided by no. of classes on schedule.
<b>Material Fees</b>	Stripe –invoiced after enrolment confirmed	<ul style="list-style-type: none"><li>No refund if you have collected the materials, attended class or logged onto Canvas</li></ul>

Students unhappy with the refund policy can access the complaints and appeals process.

## Employment Service Providers Paying

If a business is paying on your behalf, the business must complete the referral form. We will invoice the business directly and provide the student with a promo code to override the payment session.

## Payment Plans

Payment plans are for course fees greater than \$300 they are via direct debit arrangement using go cardless. With pre-arranged debits over the planned duration of your course.

## Further Conditions

Participation is required for all courses; we cannot guarantee employment or completion. Training is conducted at U39, 617-643 Spencer Street, West Melbourne (our head office), or at your employer's venue.

Please refer to the student handbook and specific course brochure which provides detailed course information including estimated course duration, expected locations for delivery, expected modes of delivery, name and contact details of any third party that may provide training and assessments, and related educational support services and any work placement arrangements

## Service Guarantee

SIU will fully complete the training and assessment for any student once they commenced, if the student has paid all required fees, the student has followed SIU policies and procedures, the students has attended required classes and demonstrates the required competencies, and is within qualification duration timeframes.