



# IEA College of TAFE

## 2024 Tuition Fees

Course	Qualification	Institutional Fees	Online Fees (20% off of Institutional Fees)
Business	Certificate 2 in Business	4,000.00	<i>Not Delivered</i>
	Certificate 3 Business Administration	7,000.00	5,600.00
	Certificate 4 Business Administration	8,000.00	6,400.00
	Diploma of Business	8,000.00	6,400.00
Accounting and Finance	Certificate 3 Accounts Administration	7,000.00	5,600.00
	Certificate 4 in Accounts & Bookkeeping	8,000.00	6,400.00
	Diploma of Accounting	8,000.00	6,400.00
	Advanced Diploma of Accounting	5,000.00	<i>Not Delivered</i>
Commercial Cookery	Certificate 2 in Kitchen Operations - One semester	4,250.00	<i>Not Delivered</i>
	Certificate 3 Commercial Cookery (Prerequisite Certificate 2 Kitchen Operations)	4,250.00	<i>Not Delivered</i>
	Combination - Certificate 2 and 3	8,000.00	<i>Not Delivered</i>
Information Technology	Certificate 3 Information Technology	7,000.00	<i>Not Delivered</i>
	Certificate 4 Information Technology	7,000.00	<i>Not Delivered</i>
	Diploma of Information Technology (Advanced Networking and Systems)	8,000.00	<i>Not Delivered</i>
Children's Services	Certificate 2 in Early Childhood Education and care - One Semester only	4,000.00	<i>Not Delivered</i>
	Certificate 3 in Early childhood Education and care	4,250.00	<i>Not Delivered</i>
	Diploma of Early Childhood Education and care	8,000.00	<i>Not Delivered</i>
Sales and Marketing	Certificate 2 Retail Services	4,000.00	3,200.00
	Certificate 3 Business to Business Sales	7,000.00	5,600.00
	Certificate 3 Retail	7,000.00	5,600.00
	Certificate 4 in Retail Management	8,000.00	6,400.00
	Diploma in Retail and Retail Management	8,000.00	6,400.00
Human Resource	Diploma in Human Resource Management	<i>Not Delivered</i>	6,400.00
NC2 & NC3 - Training and Assessment	NC2	5,500.00	<i>Not Delivered</i>
	NC3	6,500.00	<i>Not Delivered</i>
	NC2 & NC3 Combo	11,000.00	<i>Not Delivered</i>
	NC4	7,500	<i>Not Delivered</i>
	Certificate 4 in Leadership	7,000.00	5,600.00

## 2024 Tuition Fee Policies

### Fee Payment Policy

Students will not be enrolled until at least 50% of the tuition fee has been paid.

### Student Enrolment

Enrolment to an Online courses can occur at any time across the academic year with the proviso that a trainer is available to manage and supervise the student. There is NO application fee for Online Enrollment, all prospective online students must complete the enrollment process.

### Course Duration and Extensions

Online course duration per qualification is twelve months. If in the event an online student does not complete their course within the twelve-month period, there will be course duration extension penalty fee charged per student's choice of extension period. Below are the extension fees:

- One (1) Months Course Extension— K500.00
- Three (3) Months Extension— K1,000.00
- Six (6) Months Extension— K1,500.00

If in the event the student does not complete the course in the extension period, student is required to re-enroll and pay for the outstanding units to complete their qualification online.

### Withdrawal and Refund Policy

Students who seek to withdraw from an online course will forfeit tuition fees only for the units they have been enrolled in on the Catapult E-learning platform. No other penalty applies. Refunds will be processed within fifteen (15) working days of the receipt of a withdrawal form by the IEA College of TAFE administration. Refunds will only be made to the bank account of the Sponsor.

Students or sponsors who dispute the refund entitlement may lodge an appeal to the Board of the International Education Agency of PNG Ltd.

### Acknowledgement of Policy & Procedure

I have read, and I accept the **Policy & Procedure for Online Training**

Full Name

Signature

Date

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