In accordance with legislation and the Australian Quality Training Framework, where RGIT collects student fees in advance it complies with the following acceptable options:

• (Option 3) the RTO may accept payment of no more than $1000 from each individual student prior to the commencement of the course. Following course commencement, the RTO may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed $1,500.

RGIT have a fair and reasonable refund policy (see Fees and Refund Policy).

Management of finances

RGIT finances shall be managed by our Chief Executive Officer or delegate in accordance with standards laid down by the Australian Accounting Standards Board (national accounting standard).

Accounts to be kept

True accounts shall be kept of all sums of money received and expended by RGIT. These accounts, and the matter in respect of which a receipt or expenditure takes place, including RGIT property, credits and liabilities, shall be open to the inspection of appropriate registering bodies.

Chief Executive Officer responsibility

The Chief Executive Officer of RGIT shall be responsible for ensuring that all general records, accounting books, documents, securities and records of receipts and expenditure connected with our operations are kept in such a manner as to satisfy an audit against the national accounting standards.
Audit of accounts

RGIT will have its accounts certified by a qualified accountant, to national accounting standards, at least once each financial year and will provide certificates of account to authorised registering bodies on request.

Reporting of accounts

On request from registering authorities, RGIT will provide a statement of its financial accounts, an annual report, and / or a business plan. The CEO is responsible to ensure that all accounts are accurate and well prepared and provided to the registering authority in a timely manner.

Fees and Charges

As per publications from Skills Victoria, it will be a requirement of RGIT to review its Fees and Charges on an annual basis. To ensure that all documentation is amended appropriately RGIT will follow the following process.

Documents required to be changed when the Fees/Charges are changed: