

FEES & CHARGES SCHEDULE FOR ACCREDITED COURSES



*This Fees & Charges Schedule is valid for 2018
accredited course programs*

School of Business and Finance
Registered PSET Provider: 4001

The VCCI School of Business and Finance is a registered provider of Post-School Education and Training (PSET) in Vanuatu and operates in accordance with the requirements of the Vanuatu Quality Training Framework (VQTF2010) standards and conditions of registration. VCCI is entitled to charge fees for services provided to students undertaking a course program. These fees are for items such as training & assessment services, course materials, administration and student services. We regularly review our Fees & Charges Schedule.

1. COURSE FEES

BFBM30217 Certificate III in Business (Micro Business Operations)

Full fee VT 140.000

Individual units

Unit Code	Unit Title	Nominal Hours	Fee
GSPA0112	Plan a complete activity	20 hrs	VT 8.000
GSPC0312	Maintain quality and product care	20 hrs	VT 8.000
GSEP0512	Follow OHS procedures and observe environment work practices	20 hrs	VT 8.000
BFCC0111	Process a customer's complaints	30 hrs	VT 8.000
BFBD0202	Design and produce business documents	80 hrs	VT10.000
BFMS0312	Deliver and monitor a service to customers	30 hrs	VT 8.000
BFBO0816	Manage personal, family, cultural and business obligations	30 hrs	VT 8.500
BFBO0112	Investigate micro-business opportunities	30 hrs	VT 8.500
BFBP0212	Develop a micro business proposal	30 hrs	VT 8.500
BFBR0412	Determine resource requirements for the Micro Business	30 hrs	VT 8.500
BFBF0312	Organise finances for the Micro-business	30 hrs	VT 8.500
BTFI0512	Comply with regulatory taxation & Insurance requirement for the micro business	40 hrs	VT 9.500
BFBO0515	Monitor and manage small business operations	50 hrs	VT10.000
BFFR0312	Maintain financial records	30 hrs	VT 8.500
BFMB0315	Market the small business	50 hrs	VT10.000
BFSR0316	Support the recruitment, selection and induction of staff	50 hrs	VT 9.500

BFFA30117 Certificate III in Finance (Accounting)

Full fee VT 150.000

Individual units

Unit Code	Unit Title	Nominal Hours	Fee
GSTE0612	Contribute to team effectiveness	20 hrs	VT 8.000
GSHS0412	Follow workplace occupational health and safety requirements	20 hrs	VT 8.000
GSCJ0312	Organise and complete daily job activities	20 hrs	VT 8.000
BFCS0211	Deal with conflict situations	30 hrs	VT 8.500
BFFS0312	Work effectively in the financial services industry	40 hrs	VT 9.500
BFAM0111	Apply advance mathematics/complex examples of finance problems using Excel	30 hrs	VT 9.500
BFFC1412	Perform financial calculations	30 hrs	VT 9.000
BFFR0812	Process financial transactions and extract interim reports	60 hrs	VT12.000
BFAS0216	Establish and maintain a cash accounting system	50 hrs	VT12.000
BFAA0316	Establish and maintain an accrual system	50 hrs	VT12.000
BFPR1012	Prepare, match and process receipts	10 hrs	VT 7.500
BFOB0316	Prepare operational budgets	40 hrs	VT10.000
BFPS0516	Establish and maintain payroll system	40 hrs	VT10.000

BFBT0111	Process business tax requirements	30 hrs	VT 9.000
BFMD0111	Manage bad/doubtful debts	30 hrs	VT 9.000
BFT0212	Use business technology	20 hrs	VT 8.000

2. WHEN AND HOW TO MAKE PAYMENTS

Fees are payable when you receive confirmation of your enrolment for the course you applied for. VCCI may cancel your enrolment if fees are not paid as required.

FEES PAYMENT AND WITHDRAWAL POLICY

Dated: 27th February 2014

A. Payment of course fees

1. Full payment for course unit/s is to be done before entering the training room with the Accounts Officer.
2. For any partial payments, students are required to complete the payment of each unit attended before attending the following unit with the Accounts Officer.

B. Withdrawal from unit/s or course

1. Refunds are not allowed at VCCI except on the approval of Unit/Course Withdrawal Form submitted to the VCCI Student Services.
2. Unit/Course Withdrawal Form is to be completed with justification for withdrawal from student.
3. Approved refund payments may take 2 days as per administrative procedures.

You may make payments by: **Cash, Cheque or Direct Bank Deposit**. You will be asked to provide details of your preferred payment method when you confirm acceptance of your enrolment for the course you applied for. You are expected to prepare your course fees and payments to be made to comply with the above Fees Payment and Withdrawal Policy.

3. OTHER CHARGES

The following are other charges for incidental costs that may apply to your course. Full payment of charges for incidentals must be done before it can be processed.

Incidentals	Conditions that apply	Charges
Academic Transcript	Course fees must be completely paid. There are no outstanding fees.	VT1.150
Student Reference Letter	Course taken must be completed and all course fees completely paid.	VT 600
Student Support Letter	There must be a valid reason for VCCI to support you in this letter.	VT 600
Issuing of Certificate	Course taken must be completed and all course fees completely paid.	VT 400
Reissue Certificate	Must apply for new certificate: Submit a Reissue Certificate Request Form.	VT 600
Work Attachment Letter	Course taken must be completed and all course fees completely paid.	VT 600
Job Application Letter	Completed course and all course fees completely paid.	VT1.150
Graduation Uniform	Only if you are eligible for graduation (To be advised by VCCI)	VT3.500

For more information

Contact VCCI Students Support Services on phone 27543/7123967, or email us on trainingbds@vcci.com.vu or visit the VCCI website.

www.vcci.com.vu