

## College fee's reimbursement

To ensure you receive reimbursement for your college fees, Apprentices must follow the below procedure.

Only **ORIGINAL** receipts will be accepted. We can photocopy this for you if required however it is **YOUR** responsibility to provide this.

Apprentices should apply for a Health Care card – this way you will be entitled to up to 60% of your college fees. You will be required to pay your college fees initially however on **SUCCESSFUL** completion of your units Apprenticeships Queensland will refund this cost to you.

Once you have been deemed competent in your unit, your training provider (e.g. TAFE, Skills Tech etc) will provide Apprenticeships Queensland with a progression report showing that you are competent. Once we receive this notification we will reimburse the cost of the unit to you into your nominated bank account. You may notify us of which account you would like this payment to go into when you provide your original receipt to our office.

