



**GLASSER
AUSTRALIA**
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TRAINING FEES - POLICY & PROCEDURE

PURPOSE

The purpose of this policy is to establish for all Glasser Australia (GA) Faculty Instructors the basis for the setting and administering of fees and charges.

Guiding Principles:

- This policy intends to provide clarity and transparency with respect to the collection of fees and charges, and to ensure any changes are compliant with Commonwealth Government Legislation and Regulations.
- GA sets fees and charges in line with its strategic objectives, relevant legislation and GA policies and procedures.
- GA fees and charges are reviewed annually taking into consideration the following elements when setting these fees and charges:
 - The cost of delivery of the training
 - Operational costs
 - Legislation and Regulation costs
 - Anticipated budget considerations
- GA will provide, in writing, relevant information to the Instructors about any changes to fees and charges. This will be done within a reasonable timeframe for any changes to be implemented to ensure that Instructors are notified and therefore not disadvantaged.

POLICY

1. Glasser Australia Registration Fee and Charges

GA will provide one invoice per training for the total registration fees, including GST, to Instructors unless prior agreement has been made with GA to invoice the organisation when the Instructor is already an employee of the organisation, for each of the following:

- BIT – Basic Intensive Training
- BP – Basic Practicum
- AIT – Advanced Intensive Training
- AP – Advanced Practicum

Instructors are asked to include the GA registration fee and charges to participants within their own training fees and charges. The Instructor is responsible for notifying in writing to the GA Administrator the number of participants and the amount to be invoiced. One invoice will then be produced and sent to the Instructor for payment.



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2. GA Organised BIT and AIT Trainings

When GA organises BIT or AIT Trainings, GA will produce a training agreement contract to the Instructor facilitating the BIT or AIT. GA will pay an Instructor Fee and travel/accommodation as per the agreed contract amount upon receipt of an invoice and receipts from the Instructor.

To receive an income from a training you must be an Endorsed Instructor.

If a training has seven or less, GA will only pay a negotiated percentage of the full fees received from the participants. An Instructor Fee and travel/accommodation will not be included in this instance.

3. Faculty Training Instructor Fee, Accommodation and Travel allowance.

It is GA's responsibility to organise all Faculty trainings once the date of trainings is determined. GA will produce a training agreement contract for the Instructor/s facilitating Faculty training.

GA pays an Instructor; an Instructor Fee and travel/accommodation as per agreed contract amount upon receipt of invoice from Instructor with receipts.

A Training Agreement contract will be issued from GA to Instructors facilitating Faculty Training for:

- Certification
- PSPT – Practicum Supervisor Program Training
- PSPE – Practicum Supervisor Program Endorsement
- BIIT – Basic Intensive Instructor Training
- BIIE – Basic Intensive Instructor Endorsement

GA sets the Instructor Fee, accommodation and travel allowance in line with its strategic objectives, relevant legislation and Glasser Australia's policies and procedures.

RESPONSIBILITIES

All fees, charges, Instructor Fee, accommodation and travel allowance are to be reviewed and approved by the GA Board of Directors annually; and will be set and approved in time to meet training timeframes.

GA reserves the right to amend or adjust fees and charges and to communicate this, in writing, to Instructors and Instructors in a timely manner.

GLASSER AUSTRALIA (GA) - POLICY & PROCEDURE

REVIEW

Policy Title	Training Fees – Policy and Procedure		
Developed by	Governance Pillar		
Adopted by	Glasser Australia Board		
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		July 2025	
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