



## **Schedule of Administrative Fees – 2018 - 2019**

### **Cancellation Fee - \$350**

Administrative fee if student cancels within the Refund Period.

### **Course Transfer Fee - \$150**

Administrative fee for transferring course of study.

### **Course Extension Fee - \$250 for Certificate Courses and \$350 for Diploma Courses**

Course extension fee for a maximum of 12 months.

### **Course Restart Fee – Certificate Courses \$350 Diploma Courses \$495**

Fee to restart a course after it has expired. This fee is applicable if the expiry date is over 90 days old.

### **Certificate Reissue Fee - \$35**

Request for Certificate or Statement of Attainment re-issue

### **Recognition of Prior Learning - \$100**

Non-refundable assessment fee for Recognition of Prior Learning (RPL). Note: Students will receive a tuition credit (discount) of 25% for each competency recognised.

### **Re-assessment fee - \$45**

Students will be charged an administrative fee for second and subsequent re-assessments. That is, a student is eligible for one free re-assessment after initial submission. This administrative fee does not apply to unit projects.