



## Schedule of Administration Fees 2023-2024

### Fees

Fee Type	Description	Fee
<b>Enrolment Fee</b>	Fee for enrolment (Non-refundable)	<b>\$250</b>
<b>Qualification Cancellation Fee</b>	Administration fee charged for qualification cancellation (Not applicable to User Choice)	<b>\$250</b>
<b>Qualification Extension Fee</b>	This fee is applied for every 3 additional months of extension per course	<b>\$250</b>
<b>UEE Qualification Transition - Certificate IV</b>	This annual administrative fee is applicable when transitioning between all superseded UEE qualifications	<b>\$500</b>
<b>UEE Qualification Transition - Combined Certificate III and Diploma</b>	This annual administrative fee is applicable when transitioning between all superseded UEE qualifications	<b>\$750</b>
<b>Certificate, Statement of Attainment or Transcript Reissue Fee</b>	Fee for reprinting and issuing a Certificate, Statement of Attainment and Transcript	<b>\$55</b>
<b>Workplace Non-Attendance Fee</b>	Enforced for non-attendance of a scheduled workplace visit (Unless accepted circumstances i.e. medical certificate)	<b>\$200</b>
<b>Credit Transfer Fee (Non EIM Units)</b>	Administration fee charged for processing a Credit Transfer from another RTO	<b>\$25</b>
<b>Replacement Logbook Fee</b>	Replacement fee for the loss or misplacement of course logbooks.	<b>\$50</b>
<b>Re-Assessment Fee</b>	Students will be charged for attempt three (3) and onwards	<b>\$50</b>
<b>Credit Card Fee</b>	Applied to all fees paid via credit card	<b>1.5%</b>