

## Schedule of Administration Fees (2023 - 2024)

### Table of Fees

Fee Type	Description	Fee
<b>Enrolment Fee</b>	Fee for enrolment. (Non-refundable)	<b>\$250</b>
<b>Holding Deposit</b>	Holding deposit for each course. To be paid at enrolment. Non-refundable except for off-shore applicants where visa application is refused.	<b>Various</b>
<b>Late Tuition Payment Fee</b>	Fee charged for late tuition payment as per signed student payment installment agreement.	<b>\$50</b>
<b>Re-Assessment Fee</b>	Students will be charged for attempt three (3) and onwards.	<b>\$50</b>
<b>Course Extension</b>	Extension due to progression intervention.	<b>\$250</b>
<b>Cancellation Fee</b>	Fee charged for cancellation (withdrawal) of a course.	<b>\$250</b>
<b>CoE/Course Changes Fee</b>	Administrative fee for transferring course of study, or altering course dates.	<b>\$65</b>
<b>Payment Instalment Amendment Fee</b>	Administration fee for amendments to student payment installments.	<b>\$75</b>
<b>Certificate or Transcript Reissue</b>	Request for Certificate, Transcript or Statement of Attainment re-issue.	<b>\$55</b>
<b>Credit Transfer Administration Fee (from an EIM International Training Qualification)</b>	There is no administrative fee applied to credit transfers for units completed at EIM International Training.	<b>\$0</b>
<b>Credit Transfer Administration Fee (from another RTO)</b>	There is no administrative fee applied to credit transfers for units completed with another RTO when they are processed at the enrolment stage.	<b>\$0</b>
<b>Credit Transfer Administration Fee (from another RTO) After Enrolment</b>	Fee applied per credit transfer for units completed with another RTO if they are processed after initial CoEs are issued.	<b>\$65</b>
<b>Re-sit of a Unit Due to Plagiarism Fee</b>	If a student wishes to re-sit a unit that has been marked as Not Satisfactory due to plagiarism, they will be charged the listed fee.	<b>\$400</b>
<b>Replacement Logbook Fee</b>	Replacement fee for the loss or misplacement of course logbooks.	<b>\$50</b>
<b>Re-enrolment in Cert III Units</b>	Fee for re-enrolling in Cert III units that have not been completed within their Cert III course enrolment period.	<b>\$300</b>
<b>Re-enrolment in Diploma Units</b>	Fee for re-enrolling in Diploma units that have not been completed within their Diploma course enrolment period.	<b>\$500</b>