

Schedule of Administration Fees (2024 - 2025)

Table of Fees

| Fee Type | Description | Fee |
|--|---|----------------|
| Enrolment Fee | Fee for enrolment. (Non-refundable) | \$250 |
| Holding Deposit | Holding deposit for each course. To be paid at enrolment. Non-refundable except for off-shore applicants where visa application is refused. | Various |
| Late Tuition Payment Fee | Fee charged for late tuition payment as per signed student payment installment agreement. | \$50 |
| Re-Assessment Fee | Students will be charged for attempt three (3) and onwards. | \$50 |
| Course Extension | Extension due to progression intervention. | \$250 |
| Cancellation Fee | Fee charged for cancellation (withdrawal) of a course. | \$250 |
| CoE/Course Changes Fee | Administrative fee for transferring course of study, or altering course dates. | \$65 |
| Payment Instalment Amendment Fee | Administration fee for amendments to student payment installments. | \$75 |
| Certificate or Transcript Reissue | Request for Certificate, Transcript or Statement of Attainment re-issue. | \$55 |
| Credit Transfer Administration Fee (from an EIM International Training Qualification) | There is no administrative fee applied to credit transfers for units completed at EIM International Training. | \$0 |
| Credit Transfer Administration Fee (from another RTO) | There is no administrative fee applied to credit transfers for units completed with another RTO when they are processed at the enrolment stage. | \$0 |
| Credit Transfer Administration Fee (from another RTO) After Enrolment | Fee applied per credit transfer for units completed with another RTO if they are processed after initial CoEs are issued. | \$65 |
| Re-sit of a Unit Due to Plagiarism Fee | 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. | \$400 |
| Replacement Logbook Fee | Replacement fee for the loss or misplacement of course logbooks. | \$50 |
| Workplace Non-Attendance Fee | Enforced for non-attendance of a scheduled workplace visit. (Except for compelling or compassionate circumstances) | \$200 |
| Re-enrolment in Diploma Units | Fee for re-enrolling in Cert III/Diploma units that have not been completed within their course enrolment period. | \$500 |