

Schedule of Administration Fees 2024 -2025

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 instalment agreement.	\$50
Re Assessment Fee	Students will be charged for attempt three (3) and thereafter.	\$50
Course Extension Fee	Extension due to compelling and compassionate reasons.	\$250
Cancellation Fee	Fee charged for cancellation (withdrawal) of a course, plus any outstanding fees and 6-months of their primary course/fees	\$250
CoE/Course Change	Administrative fee for transferring course of study, or altering course dates.	\$65
Payment Instalment Amendment Fee	Administration fee for amendments to student payment plan/instalments.	\$75
Certificate or Transcript Re-Issue	Request for Certificate, Transcript or Statement of Attainment to be re-issued (hard copy)	\$55
Re-Sit of 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 for the development of a new assessment.	\$400
Replacement Logbook Fee	Replacement fee for the loss or misplacement of course Logbook	\$50
Workplace Non-Attendance Fee	Enforced for non-attendance of a scheduled workplace visit under 48 hours (Except for compelling or compassionate circumstances)	\$200
Re-Enrolment Fee	Fee for re-enrolling in Certificate III or Diploma units that have not been completed within their course enrolment period, as they have failed to complete the course	\$500