



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.