

Administration / Service Charges

SN	Description	Form Type/ Contact Office	Charges*
1.	Application (non-refundable)	Offer letter	\$150
2.	Interim transcript	Form A	1 st copy is free, thereafter \$25
3.	Reference letter	Form A	\$15
4.	Student ID card	Form A	1 st copy is free, thereafter \$20
5.	Release letter	Form A	No charge
6.	Statement of Attainment	Form A	1 st copy is free, thereafter \$50
7.	Testamur and final transcript	Form A	1 st copy is free, thereafter \$100
8.	Request for class section change	Form B	No charge
9.	Leave application	Form B	No charge
10.	Change of course	Form C	\$175
11.	Change of commencement date/ Deferral of the course	Form C	\$175 (if overseas, 1st change is free)
12.	RPL administration (compulsory)	Form C	\$100
13.	Application for RPL direct mapping	Form C	No charge
14.	RPL assessment	Form C	\$150 per unit
15.	Withdrawal/ cancellation/ course transfer 28 days prior to term start (conditions apply for the principal course of study)	Form C	Charges vary
16.	Re-issue CoE	Form C	\$175
17.	Administration fee refund	Tuition fee refund form	\$200
18.	Re-assessment	Request for re-assessment form	No charge if re-attempted before result reporting by the trainer, if not, \$200 per unit
19.	Appeal of assessment/ reassessment	Appeal form	No charges apply
20.	Printing	Reception	10 cents per B/W page - \$5 vouchers available from Reception

21.	Airport pickup	Airport pickup form	\$200
22.	Accommodation placement	Accommodation placement form	\$200
23.	Materials	Accounts Dept.	\$60 per term
24.	OSHC (see Accounts Dept. for details)	Accounts Dept.	Refer to AHM
25.	MasterCard & Visa Card payment	Accounts Dept.	2% of value of transaction
26.	American Express payment	Accounts Dept.	3% of value of transaction
27.	Debit card/ bank card payment	Accounts Dept.	No Charges
28.	Late payment of fees (2 weeks after due date)	Accounts Dept.	\$100
29.	Late payment of fees (2 weeks after due date)	Accounts Dept.	\$300
30.	Late registration (after term commencement date)	Accounts Dept.	\$100

* Charges are valid as at **21 March 2017**. All fees are in Australian Dollars, and are subject to change without notice. Please contact Accounts Dept. for current fees.