

Administration / Service Charges

SN	Description	Form Type/ Contact Office	Amount
1.	Application fee (Non-refundable)	Offer Letter	\$200
2.	Interim transcript	Form A	1 st copy no charges apply, thereafter \$25
3.	Completion Letter	Form A	\$50
4.	Reference letter	Form A	\$15
5.	Student ID card	Form A	1 st copy no charges apply, thereafter \$20
6.	Release letter	Form A	No charges apply
7.	Statement of Attainment	Form A	\$100
8.	Request for change of class section	Form B	No charges apply
9.	Leave application	Form B	No charges apply
10.	Change of course	Form C	\$175
11.	Change of commencement date/ Deferral of the course	Form C	\$175 (1 st change/deferral from overseas no charges apply)
12.	RPL Administration fee	Application for Advanced standing/recognition of prior learning form	\$100
13.	Apply for the RPL direct mapping (unit name and unit code)	Application for Advanced standing/recognition of prior learning form	No charges apply
14.	RPL Qualification Review Fee	Application for Advanced standing/recognition of prior learning form	\$125 per unit
15.	RPL Assessment Fee	Application for Advanced standing/recognition of prior learning form	\$125 per unit
16.	Withdraw/cancellation/transfer/ from the course 28 days prior to term commencement date (condition apply for the principal course of study)	Form C	No charges apply

17.	Re-issue of Conformation of Enrolment (CoE)	Form C	\$175
18.	Testamur and final transcript	Form C	1 st copy no charges apply, thereafter \$50
19.	Refund Administration Fee	Tuition fee refund form	\$200
20.	Re-assessment	Request for Re-assessment/ subject repeat form	\$200 per unit
21.	Subject repeat	Reassessment/ subject repeat form	Please refer to the course/unit repeat charges
22.	Appeal of assessment/reassessment	Appeal Form	No charges apply
23.	Printing/photocopy	Reception	10 cents per B/W page - \$5.00 per print cut card
24.	Airport Pickup charge	Airport pickup form	\$200
25.	Accommodation placement charge	Accommodation placement form	\$200
26.	Materials Fee	Offer Letter / Accounts department	\$60 per term
27.	OSHC charges	Accounts department	Please contact accounts department for the latest premium
28.	Overdue fee penalty (Within two weeks of the due date)	Accounts department	\$100
29.	Overdue fee penalty (Two weeks or more)	Accounts department	\$300
30.	Late registration penalty (After term commencement date)	Accounts department	\$100

* Charges are valid as at 08 January 2020.

** All fees are subject to change without prior notice. Please contact the Accounts Department regarding current charges.