

THE FOLLOWING ARE THE ADMINISTRATION FEES AND CHARGES:

DESCRIPTION	AMOUNT \$AUD
TUITION FEE (LATE PAYMENT)	
Less than 14 days	\$50.00
14 days to less than 28 days	\$100.00
28 days or more	\$200.00
SERVICE FEES	
Change of Course	\$0.00
Change of Course with exceptional cases	\$100.00
CoE Extension	\$50.00
Deferment of Enrolment before commencement	1st change: \$0, from 2nd changes: \$50.00
Deferment of Enrolment after commencement	\$50.00
Documents confirming enrolment/academic details	\$10.00 (per document)
Installment Plan	\$50.00
Photocopy	\$0.20 (per copy)
Posting and Handling Certificates admin fee	\$20.00
Print Credit	\$5.00 minimum (20 cents per copy)
Qualification Reissue Fee	\$50.00
Readmission Fee	\$50.00
Scan	\$0.20 (per copy)
Change of Campus Fee	\$0.00

Document processing time is 5 working days minimum

- Applications are available at reception upon request
- Urgent processing can be done if student requests certificates to be issued within two weeks of their course finish date. Minimum processing time is at least 3-4 working days.
- Please note fees are correct as at June 2017 and are subject to change without notice. Check notice boards for any updates.