



## STUDENT FEE SCHEDULE

The following Student Fee Schedule is to outline the extra costs that may be associated with training. \*

*\*This does not include standard course fees or funding-related fees.*

Additional Costs/Charges	
<b>1. Enrolment Fee</b>	\$150.00
Enrolment fee is for learners enrolling in less than a full qualification and cannot be charged for full qualifications and credit transfer.	
<b>2. Enrolment Extension Fee</b>	\$300.00
An Enrolment Extension fee of \$300 will be charged for students requesting an extension* to complete their course after the nominated completion for each qualification. This fee is for 6 months of extension, per learner, per enrolment and applies to all learners. <i>*Applications for extension with supporting evidence and reason for extension must be supplied. If application is successful, this fee is invoiced.</i>	
<b>3. Change of Enrolment Fee</b>	\$300.00
Change of Enrolment Fee applies when a learner wishes to: <ol style="list-style-type: none"> <li>a. Change courses after commencing training</li> <li>b. Change delivery mode (plus any difference in course fees)</li> <li>c. Change training plan after commencing training</li> </ol>	
<b>4. Issue of Hardcopy Statement of Attainment/Attendance (a digital version is included in course fees)</b>	\$20.00
<b>5. Issue of Hardcopy Qualification &amp; Record of Results (a digital version is included in course fees)</b>	\$30.00
<b>6. Reissue of Qualification</b>	\$150.00
The Reissue of Qualification Charge applies when requests are for: <ol style="list-style-type: none"> <li>a. Change of Name</li> <li>b. Reissue of Qualification in Hardcopy form</li> <li>c. If it has been more than 12 months since completing the course</li> </ol>	
<b>7. Confirmation of Enrolment Letter</b>	\$20.00
<b>8. Confirmation of Course Completion Letter</b>	\$20.00
<b>9. Other Special Letter Requests</b>	\$20.00
<b>10. Credit Transfer for a Full Qualification Fee</b>	1 x Unit of Competency or \$500.00 as applicable
Unless the previous qualification was completed with S&B, the learner must do a minimum of 1 unit's study or RPL to Credit Transfer a qualification (the unit must be derived from one of the credit transferable units they want to achieve). If the previous qualification was completed with S&B, then only the administration fee of \$500 will apply.	
<b>11. Enrolment Withdrawal/Refund Administration Fee</b>	\$150.00
<b>12. Enrolment Withdrawal/Cancellation Fee</b>	\$150.00
<b>13. Payment Processing Fee for Credit Cards</b>	1.4% Surcharge
A surcharge of 1.4% will be added to the total amount of payments made using the credit option when using MasterCard or Visa (a credit card or debit card).	
<b>14. Hardcopy Resources Fee</b>	\$15.00/Unit of Competency