

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	
1. Enrolment Fee	\$150.00
Enrolment fee is for learners enrolling in less than a full qualification and cannot be charged for full qualifications and credit transfer.	
2. Enrolment Extension Fee	\$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>	
3. Change of Enrolment Fee	\$300.00
Change of Enrolment Fee applies when a learner wishes to: <ul style="list-style-type: none"> a. Change courses after commencing training b. Change delivery mode (plus any difference in course fees) c. Change training plan after commencing training 	
4. Issue of Hardcopy Statement of Attainment/Attendance (a digital version is included in course fees)	\$20.00
5. Issue of Hardcopy Qualification & Record of Results (a digital version is included in course fees)	\$30.00
6. Reissue of Qualification	\$150.00
The Reissue of Qualification Charge applies when requests are for: <ul style="list-style-type: none"> a. Change of Name b. Reissue of Qualification in Hardcopy form c. If it has been more than 12 months since completing the course 	
7. Confirmation of Enrolment Letter	\$20.00
8. Confirmation of Course Completion Letter	\$20.00
9. Other Special Letter Requests	\$20.00
10. Credit Transfer for a Full Qualification Fee	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.	
11. Enrolment Withdrawal/Refund Administration Fee	\$150.00
12. Enrolment Withdrawal/Cancellation Fee	\$150.00
13. Payment Processing Fee for Credit Cards	1.4% Surcharge + Transaction Fee
A surcharge of 1.4% + a transaction fee of 0.29 cents 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).	
14. Hardcopy Resources Fee	\$15.00/Unit of Competency