

Type of Fee	Amount
<b>Application Fee (non-refundable)</b>	\$250.00
<b>Material Fee:</b>	
ELICOS	\$10/week
Certificate IV in Business	\$250.00
Diploma of Business	\$250.00
Advanced Diploma of Leadership and Management	\$250.00
Graduate Diploma of Management (Learning)	\$500.00
Diploma of Project Management	\$250.00
Advanced Diploma of Program Management	\$250.00
Diploma of Information Technology	\$450.00
Advanced Diploma of Information Technology	\$300.00
Diploma of Hospitality Management	\$250.00
Diploma of Community Services	\$2,000.00
Advanced Diploma of Civil Construction Design	\$1,000.00
Certificate III in Light Vehicle Mechanical Technology	\$1,500.00
Certificate III in Automotive Electrical Technology	\$2,500.00
Certificate IV in Automotive Mechanical Diagnosis	\$500.00
Diploma of Automotive Technology	\$1,500.00
<b>Work Placement Visit Fees (by Trainer/College representative):</b>	
Student organises own work placement.	\$300/course
Institute organises work placement for the student.	\$500/course
<b>Re-enrolment fee</b>	\$500.00
<b>Changes or Modification of LOO and CoE/Re-issuance</b>	\$100.00
<b>RPL fee per unit</b>	\$200.00
<b>Credit transfer fee per unit</b>	\$100.00
<b>Interim academic transcript</b>	\$50.00
<b>Official Letter from SSC</b> (Example: Holiday, Enrolment, Invitation, Completion, Release, Release, Interim, Attendance letter and any other letters)	\$20.00
<b>Re-issuance or reprintng of final documents</b>	\$100.00
<b>Re-issuance or reprinting of ID card</b>	\$20.00
<b>Postage Certificate/Transcript/Statement of Attainment (Local)</b>	\$25.00
<b>Postage Certificate/Transcript/Statement of Attainment (Overseas)</b>	\$50.00
<b>Change of course/enrolment</b>	\$100.00
<b>Course Withdrawal/Refund Processing Administration fee</b>	\$200.00
<b>Photocopy:</b>	
Up to 10 pages/week	Free
Fee after the free pages per week   Black & White	\$.20/page
Fee after the free pages per week   With Colour	\$1.00/page
<b>Airport pickup fee (per person)</b>	Fees may vary (Contact our office)
<b>Accommodation Fees</b>	Fees may vary (Contact our office)
<b>Guardianship fee</b>	Fees may vary (Contact our office)
<b>OSHC Fee</b>	Fees may vary (Contact our office)
<b>Refund Bank Fees</b>	Fees may vary (Contact our office) as it is determined by the remittance processing company.
<b>Refund Administration Fee</b>	\$200.00
<b>Assessment Fees:</b>	
No Submission after due date	\$100.00
NTA (Need to Attempt) for Unit/Task after the due date	\$100.00
Plagiarism or copying for other sources (Resubmission of assessment required)	\$100.00

Type of Fee	Amount
NYS/NYC First Attempt   All tasks submitted within the due date.	No Additional Fees
NYS/NYC Second Attempt   All tasks submitted within the due date.	No Additional Fees
NYS/NYC Third/Final Attempt   All tasks submitted within the due date (Exclusion: Minor revision/technical issues \$0)	\$50.00
NYS/NYC Fourth Attempt onwards One on one session with the trainer and resubmit the tasks (Exclusion: Minor revision/technical issues \$0)	\$100/attempt
<b>Late payment Fees:</b>	
1.1 Late Fee: No payment by due date (1 to 14 days from due date)	\$100.00
1.2 Late Fee: No payment by due date (15 to 30 days from due date)	\$200.00
1.3 Late Fee: No payment by due date (31 to 60 days from due date)	\$400.00
1.4 Late Fee: No payment by due date (61 to 100 days from due date)	\$500.00
1.5 Late Fee: No payment by due date (100+ days from due date)	\$1,000.00
2.0 Payment extension requested for full payment before the due date (Up to 2 weeks extension)	No Penalty
2.1.1 Payment plan requested before the due date (Weekly/Fortnightly   Paid 15-30 days from the due date)	\$100.00
2.1.2 Payment plan requested before the due date (Weekly/Fortnightly   Paid 31-60 days from the due date)	\$200.00
2.1.3 Payment plan requested before the due date (Weekly/Fortnightly   Paid 61-100 days from the due date)	\$400.00
2.2 Payment Plan requested after due date	\$100 + Payment Plan duration Fee
2.3 Missed payment plan	\$25/missed installment
2.3.1 Missed payment plan & stopped paying more than 30 days.	\$400.00

<b>Exclusions:</b>	
Official Letter from SSC	<i>Letter to Immigration for visa application or extension. No charge.</i>
Changes or Modification of LOO and CoE/Re-issuance	<i>No charge on case to case basis.</i>
Assessment fees	<i>Students with medical emergencies, family emergencies, or other unforeseen circumstances with proper genuine proof, reviewed and approved case by case.</i>  <i>Note: Leave for leisure purposes (vacation) will not be considered valid and will incur a penalty for reopening the unit/s. Students are encouraged to plan leisure activities during term breaks.</i>
Late payment fees	<i>Students with medical emergencies, family emergencies, or other unforeseen circumstances with proper genuine proof, reviewed and approved case by case.</i>

<b>ABBREVIATIONS:</b>
LOO - Letter of Offer
CoE - Confirmation of Enrolment
RPL - Recognition of Prior Learning
NTA - Need to Attempt
NYS - Not yet Satisfactory
NYC - Not yet Competent

**Fees are subject to change without prior notice.**