

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 Fee :</b>	
Only applicable where work placement is not included in tuition fees or specified in the Letter of Offer. Please refer to the detailed information provided at the bottom of your Letter of Offer for further clarification.	\$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 (All courses except Certificate III in Electrotechnology Electrician)</b>	\$200.00
<b>RPL fee per unit for Certificate III in Electrotechnology Electrician</b>	\$450.00
<b>Credit transfer fee per unit</b>	\$100.00
<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 (SOA or Certificate/Transcript)</b>	\$100.00
<b>Re-issuance or reprinting of ID card</b>	\$20.00
<b>Postage Certificate/Transcript/Statement of Attainment (Within Australia)</b>	\$25.00
<b>Postage Certificate/Transcript/Statement of Attainment (Outside Australia)</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

Type of Fee	Amount
<b>Assessment Fees:</b>	
No Submission after due date	\$150.00
NTA (Need to Attempt) for Unit/Task after the due date	\$150.00
Plagiarism or copying for other sources (Resubmission of assessment required)	\$150.00
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. Note: Re-attempt requests and resubmissions must be completed within 2 weeks from the trainer's initial marking date.	No Additional Fees
NYS/NYC Second Attempt   Re-attempt requests submitted more than 2 weeks after the trainer's initial marking date.	\$100.00
NYS/NYC Third/Final Attempt   All tasks submitted within the due date (Exclusion: Minor revision/technical issues \$0)	\$100.00
NYS/NYC Fourth Attempt onwards One on one session with the trainer and resubmit the tasks (Exclusion: Minor revision/technical issues \$0)	\$150/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.  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.**