

Schedule of Administration Fees (2024 - 2025)

Table of Fees

Fee Type	Description	Fee
Enrolment Fee	Fee for enrolment. (Non-refundable)	\$250
Qualification Cancellation Fee	Administration fee charge for qualification cancellation. (Not applicable to User Choice programs)	\$250
Qualification Extension Fee	This fee is applied for every 3 additional months of extension per course.	\$250
Certificate, Statement of Attainment or Transcript Reissue Fee	Fee for reprinting and issuing a Certificate, Statement of Attainment or Transcript.	\$55
Workplace Non-Attendance Fee	Enforced for non-attendance of a scheduled workplace visit. (Unless non-attendance was due to accepted circumstances i.e. medical certificate)	\$200
Instrumentation Class Non-attendance Fee	Enforced for non-attendance of a booked instrumentation class. (Unless non-attendance was due to accepted circumstances i.e. medical certificate)	\$50 (+ 1.5% surcharge)
Credit Transfer Fee (Non-EIM Issued Units)	Administration fee charged for processing a Credit Transfer from another RTO.	\$25
Replacement Logbook Fee	Replacement fee for the loss or misplacement of course logbooks.	\$50
Re-Assessment Fee	Students will be charged for attempt three (3) and onwards.	\$50
Credit Card Surcharge Fee	Applied to all fees paid via credit card.	1.5%