

Schedule of Administration Fees (2024 - 2025)

Table of Fees

Fee Type	Description	Fee
Enrolment Fee	Fee for enrolment. (Non-refundable)	\$250
Holding Deposit	Holding deposit for each course. To be paid at enrolment. Non-refundable except for off-shore applicants where visa application is refused.	Various
Late Tuition Payment Fee	Fee charged for late tuition payment as per signed student payment installment agreement.	\$50
Re-Assessment Fee	Students will be charged for attempt three (3) and onwards.	\$50
Course Extension	Extension due to progression intervention.	\$250
Cancellation Fee	Fee charged for cancellation (withdrawal) of a course.	\$250
CoE/Course Changes Fee	Administrative fee for transferring course of study, or altering course dates.	\$65
Payment Instalment Amendment Fee	Administration fee for amendments to student payment installments.	\$75
Certificate or Transcript Reissue	Request for Certificate, Transcript or Statement of Attainment re-issue.	\$55
Credit Transfer Administration Fee (from an EIM International Training Qualification)	There is no administrative fee applied to credit transfers for units completed at EIM International Training.	\$0
Credit Transfer Administration Fee (from another RTO)	There is no administrative fee applied to credit transfers for units completed with another RTO when they are processed at the enrolment stage.	\$0
Credit Transfer Administration Fee (from another RTO) After Enrolment	Fee applied per credit transfer for units completed with another RTO if they are processed after initial CoEs are issued.	\$65
Re-sit of a Unit Due to Plagiarism Fee	If a student wishes to re-sit a unit that has been marked as Not Satisfactory due to plagiarism, they will be charged the listed fee.	\$400
Replacement Logbook Fee	Replacement fee for the loss or misplacement of course logbooks.	\$50
Re-enrolment in Cert III Units	Fee for re-enrolling in Cert III units that have not been completed within their Cert III course enrolment period.	\$300
Re-enrolment in Diploma Units	Fee for re-enrolling in Diploma units that have not been completed within their Diploma course enrolment period.	\$500