

STUDENT ANCILLARY CHARGES

Activity	Fee
Enrolment Fees	
Enrolment Fee for Vocational Education Training (VET) Courses (non-refundable)	\$250.00
Enrolment Fee for Higher Education Courses (non-refundable)	\$250.00
Change of Course Fee (Payable upon acceptance of a change of course to a different discipline or level. Only applicable if a CoE was already issued for the previous course- non refundable)	\$200.00
General Fees	
Re-issue Student ID Card	\$ 15.00
Photocopy/Printing Fee	Minimum \$10 per recharge
<i>Note:- All new students receive a \$5 once only credit on their student card upon enrolment</i>	
- Standard (A4 size, black and white) printing or photocopying: cost is per side	\$ 0.10
- Black and white (A3) printing or photocopying: cost is per side.	\$ 0.20
- Colour printing and photocopying (A4): cost is per side	\$ 0.20
- Colour printing and photocopying (A3): cost is per side	\$ 0.40
Late payment fee	\$100.00
Supplementary Exam fee	NIL
Re-issuing of Academic Qualifications	
Re-issue Transcript	\$ 30.00
Re-issue Certificate (VET)	\$ 30.00
Re-issue Testamur	\$100.00
Postage of certificates etc.	
- Registered Mail	\$ 25.00
- Courier	\$ 40.00
VET Re-assessment/ Repeat Fees	
VET Re-assessment/Re-submission Fee (for students who are deemed NYC at the conclusion of a study block and are eligible to re-sit or re-submit an assessment or exam) (Refer to VET Student Handbook) with supporting documentation for extenuating circumstances.	No charge
VET Re-assessment/Re-submission Fee (for students who are deemed NYC at the conclusion of a study block and request to re-sit or re-submit an assessment or exam) (Refer to VET Student Handbook) NOT due to extenuating circumstances.	\$250.00
VET Repeat Subject Fee (for students who are deemed NYC at the conclusion of a study block due to (1) failure to submit an assessment on time, (2) sit for an exam <i>or</i> (3)unsatisfactory attendance will be required to repeat the entire subject)	Applicable subject fee
Graduation Fees	
Graduation Fee (Includes gown hire, e-photo and two guests)	\$80
Graduation attendance (additional guests)	\$35
Credit Card Charges	
Credit card surcharge	2.6%

ACTIVITY	FEE
Library Fees	
Late fee (7 day loan 14 – 89 days overdue)	\$10.00
Late fee (2 days loan) \$1.00 fee per DAY up to a maximum of \$20.00	\$1.00 per day Up to \$20.00
Late fee (3 hour loan) \$1.00 fee per HOUR up to a maximum of \$20.00	\$1.00 per hour Up to \$20.00
Lost/damaged book fee (90 days overdue)	Book cost + 20%