

Items	Policy	Charge
Deferral fee	A student may apply to defer their enrolment for a maximum of six (6) months	\$200
Transfer fee	A student may apply to transfer their enrolment into an equivalent unit of study	\$200
Assessment re-sit fee	A student may apply to resit an assessment	\$100
Training re-sit fee	A student may apply to re-sit a training session	\$100
Photocopying charge	A student may request an A4 single sided black and white copy and the charge is per copy	0.10c
Dishonour fee	A fee charged if a direct debit or cheque payment is dishonoured because of insufficient funds in your account	\$25
Early exit certificate issuance fee	Where a student exits a program prior to the scheduled program completion they may be issued with a statement of attainment for any units attained. A student may request where eligible a printed testamur in addition to the statement of attainment and the charge is per testamur issued	\$25
Certification re-issue fee	A student may request a re-issuance of their original certification (e.g. testamurs/statement of attainment) and the charge is per document reissued	\$25
Replacement textbook fee	A student may request a replacement textbook	\$25
Additional student polo shirt	A student may request additional polo shirts	\$15