

INT - DC1.3 Schedule of Administrative Fees

Note: All Fees are quoted in Australian dollars. All payments and fees should be made in either Australian dollars or the equivalent local currency.

Type	Fee	Description
Cancellation fee (Subscription model)	Variable**	Administrative fee if student cancels within the Refund Period.
Cancellation fee (non-subscription)	\$100 max	Administrative fee if student cancels within the Refund Period.
Promotional offers may be applied at the time of enrolment. In these cases, the deposit amount paid to Open Colleges will be the cost of your administrative fee if you choose to cancel within the seven (7) calendar day Refund Period.		
Course transfer fee*	\$150	Administrative fee for transferring course of study.
Course extension fee*	\$50 per month	Course extension fee for each month of extension to a maximum of 6 months. For example, a 3-month extension will cost \$150.
Credit Transfer Administration Fee (from Open Colleges' qualification)	Nil	There is no administrative fee applied to credit transfer for a unit/s completed at Open Colleges.
Credit Transfer Administration Fee (from another RTO)	\$150	There is a \$150 administrative fee applied to credit transfer for a unit/s completed at another RTO.
Certificate re-issue	\$35	Request for Certificate or Statement of Attainment re-issue.
Dishonored direct debit payment fee	\$10	Administrative fee for each dishonored direct debit
Transcript re-issue	\$35	Request for transcript re-issue.
Student documentation request	\$35	Request for documentation with student authority. Includes requests for documentation to support insurance claims, for example compensation due to accident and is recovering course fees from external party or legal or police requested documentation.
Recognition of Prior Learning Assessment fee*	\$300	Non-refundable assessment fee for Recognition of Prior Learning (RPL) for Accredited Courses
Re-assessment fee	\$30	Students will be charged an administrative fee for second and subsequent re-assessments. That is, a student is eligible for one free re-assessment after initial submission. This administrative fee does not apply to multiple choice assessments.
Course Materials	Fee	Description
Course materials recovery fee	\$100 (text books) \$150 (kits)	Where a student withdraws within the census or refund period. This fee is applied to cover the cost of the materials which are returned in non-serviceable condition or are not returned within 20 days of the withdrawal/cancellation.
Re-Dispatch of Materials	Fee	Description
Textbooks & Kit items	Various	Unit cost of textbook and/or kit item payable.
Postage & handling fee - Australia	\$20	Postage and handling fee levied for re-dispatch of materials within Australia.
Postage & handling fee - Overseas	\$60	Postage and handling fee levied for re-dispatch of materials to addresses outside of Australia.