

## DC1.3 Schedule of Administrative Fees

Fee	Fee	Description
Cancellation fee	\$100	Administrative fee if student cancels within the 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.
Certificate re-issue	\$35	Request for Certificate or Statement of Attainment re-issue.
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.
Skill Development Workshop fee	\$100	Attending a Skill Development Workshop will incur a fee. If you decide to travel to a Skill Development Workshop you will need to do so at your own cost.  To obtain more information about Skill Development Workshops, please contact a course and careers advisor on 1300 853 033 or <a href="mailto:enquiry@opencolleges.edu.au">enquiry@opencolleges.edu.au</a> .
Credit Transfer Administration fee (from an Open Colleges' qualification)	Nil	There is no administrative fee applied to credit transfer for a unit/s completed at OC.
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.
Recognition of Prior Learning Assessment fee	\$300	Non-refundable assessment fee for Recognition of Prior Learning (RPL).
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.
Dishonour direct debit payment fee	Refer to the Terms and Conditions of the Debitsuccess Contract.	Administrative fee for each dishonoured direct debit transaction.
Workplace Assessment Observation Cancellation Fee	\$200	Students will be charged a cancellation fee where they cancel a workplace assessment observation less than 72 hours before the appointment.

<b>Course Materials</b>	<b>Fee</b>	<b>Description</b>
Course materials recovery fee	\$100 (text books) \$150 (kits)	Where a student withdraws within the census or refund period and fails to return any issued course material within 20 days of withdrawal/cancellation. This fee is applied to cover the cost of the materials. Where materials are returned in non-serviceable condition, this fee may also apply.
Print Surcharges by Course Type (where available)		Additional fee levied in addition to the Course Fee for printed materials. This fee includes postage and handling within Australia. An additional postage and handling surcharge is required for dispatch to an international address. The fee applies to: <ul style="list-style-type: none"> <li>• all new enrolments and</li> <li>• current students who apply to transfer from online to print</li> </ul> There is no refund of the print surcharge should a student wish to transfer from print back to online after the dispatch of materials.
Advanced Diploma	\$250	Nationally Recognised Advanced Diploma courses
Diploma	\$200	Nationally Recognised Diploma courses
Certificate IV	\$175	Nationally Recognised Certificates
Certificate III or below including unaccredited	\$150	Statements of Attainment Nationally Recognised Certificates Statements of Attainment Open Colleges Professional Certificates Open Colleges Short Courses
<b>Re-Dispatch of Materials</b>	<b>Fee</b>	<b>Description</b>
Additional fee levied for re-printing and/or re-dispatch of printed course materials, textbooks and kit items. If student provides a Statutory Declaration that original materials were not received then OC may waive the fee.		
Print charge per study guide	\$15	Fee charged for each study guide re-print requested. A postage and handling fee will also be charged.
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.