

Items	Policy	Charge
<b>Deferment charge</b>	A student may apply to defer their enrolment for a maximum of six (6) months	\$200
<b>Transfer fee</b>	A student may apply to transfer their enrolment into an equivalent unit of study	\$200
<b>Assessment re-sit fee</b>	A student may apply resit an assessment	\$100
<b>Training re-sit fee</b>	A student may apply to re-sit a training session	\$100
<b>Photocopying charge</b>	A student may request an A4 single sided black and white copy and the charge is per copy	0.10c
<b>Dishonour fee</b>	A fee charged if a direct debit or cheque payment is dishonoured because of insufficient funds in your account	\$25
<b>Early exit certificate issuance fee</b>	Where a student exits a program prior to the scheduled program completion they may will 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
<b>Certification re-issue fee</b>	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
<b>Replacement textbook fee</b>	A student may request a replacement textbook	\$25
<b>Additional student polo shirt</b>	A student may request additional polo shirts	\$15