



Schedule of Administrative Fees

Cancellation Fee - £150

Administrative fee if student cancels within the Refund Period.

Course Transfer Fee - £100

Administrative fee for transferring course of study.

Course Extension Fee - £100

Course extension fee for a maximum of 12 months.

Payment Holiday Fee - £75

Take a break from your monthly payments for 3 months or more.

Certificate Reissue Fee - £25

Request for Certificate or Statement of Attainment re-issue

Recognition of Prior Learning - £35

Non-refundable assessment fee for Recognition of Prior Learning (RPL). Note: Students will receive a tuition credit (discount) of 25% for each competency recognised.

Re-assessment fee - £25

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 unit projects.

