



Schedule of Administrative Fees

Cancellation Fee - \$200

Administrative fee if student cancels within the Refund Period.

Course Transfer Fee - \$150

Administrative fee for transferring course of study.

Course Extension Fee - \$150

Course extension fee for a maximum of 12 months.

Certificate Reissue Fee - \$35

Request for Certificate or Statement of Attainment re-issue

Recognition of Prior Learning - \$50

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

Re-assessment fee - \$45

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.

Dishonor direct debit payment fee - \$10

Administrative fee for each dishonored direct debit transaction.