

Schedule of Administrative Fees

Fee Type	Fee	Description
Cancellation fee	\$100	An administrative fee of \$100 is retained if the student cancels within the cooling-off period. <i>(Information about Payment liability for cancellation cases outside of the Cooling Off Period is provided within the Student Agreement).</i>
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 recovering course fees from external party or legal or police-requested documentation.
Credit transfer administration fee (from a Swinburne Open Education / Swinburne University of Technology qualification)	Nil	No administrative fee is applied to credit transfer for a unit/s completed at Swinburne Open Education or Swinburne University of Technology.
Recognition of Prior Learning (RPL)	Unit of Competency Price based on Total Course Fee	<p>Students are encouraged to make RPL applications before commencing any assessment workloads. Course Fees utilised for the enrolment will contribute to RPL assessment.</p> <p>Approved RPL Applications If a student's RPL application is approved for any unit(s), they will not be required to complete those unit(s) as they have been deemed competent through the RPL process. There will be no refund or reduction in course fees for successfully granted RPL.</p> <p>Rejected RPL Applications If a student's RPL application is rejected for any unit(s), they will be required to complete those unit(s) as part of their enrolled course.</p> <p>Any units deemed as NYS via RPL will require the student to re-enrol in the outlined unit of competency.</p> <p>Units deemed NYS via RPL will require re-enrolment on a per 'Unit of Competency Price based on the Total Course Fee'.</p> <p>Students who have exhausted enrolment fees on utilising course resources and Assessments, will be required to pay an additional fee to access RPL for units of competency semi completed in the Learning Platform on a per 'Unit of Competency Price based on the Total Course Fee'.</p>

Re-assessment fee	\$50	Students will be charged an administrative fee for 4th attempts and any subsequent re-assessments. A student is eligible for two free re-assessment after an initial submission. This administrative fee does not apply to multiple-choice assessments.
Dishonour direct debit payment fee	<i>Refer to the terms and conditions of the payment plan.</i>	Administrative fee applies for each dishonoured direct debit transaction.
Workplace/Synchronous Assessment Cancellation Fee	\$200	Students will be charged a cancellation fee when they cancel a workplace/synchronous assessment less than 72 hours before the appointment.

Swinburne Open Education may update the schedule of administrative fees, and such updates will be a. made in February each year; b. notified to you with 14 days' notice (by email); and c. limited to a maximum increase of 10% in any calendar year.