

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.
Credit transfer administration fee (from non-Swinburne RTO)	\$150	A \$150 administrative fee is applied to credit transfer for a unit/s completed at an RTO not connected to Swinburne entities.
Recognition of Prior Learning (RPL) application fee (stage 1 eligibility assessment)	\$300	Non-refundable application fee for RPL (stage 1 eligibility assessment). For further information, please refer to 'RPL and credit transfer.'
Re-assessment fee	\$50	Students will be charged an administrative fee for second and subsequent re-assessments. 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	<i>Refer to the terms and conditions of the payment plan.</i>	An 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.