

Schedule of Administrative Fees

Fee	Fee	Description
Cancellation fee	\$100	Administrative fee if student cancels within the Cooling Off Period.
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 is 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	There is no administrative fee applied to credit transfer for a unit/s completed at SOE or SUT.
Credit Transfer Administration fee (from another RTO)	\$150	There is a \$150 administrative fee applied to credit transfer for a unit/s completed at another RTO.
Recognition of Prior Learning Application fee (Part A)	\$300	Non-refundable application fee for Recognition of Prior Learning (RPL).
Recognition of Prior Learning Assessment fee (Part B)	50% of the Unit fee	50% paid of the cost of the unit to be paid prior to assessment of RPL evidence commencing
Re-assessment fee	\$30	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 multiple choice assessments.
Dishonour direct debit payment fee	Refer to the Terms and Conditions of the Debit success Contract.	Administrative fee for each dishonoured direct debit transaction.
Workplace/Synchronous Assessment Cancellation Fee	\$200	Students will be charged a cancellation fee where they cancel a workplace/synchronous assessment less than 72 hours before the appointment.

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Fee	Fee	Description
Re-Dispatch of Materials	Fee	Description
Additional fee levied for re-dispatch of textbooks and kit items. If student provides a Statutory Declaration that original materials were not received then SOE may waive the fee.		
Textbooks & Kit items	Various	Unit cost of textbook and/or kit item payable.
Postage & handling fee - Australia	\$20	Postage and handling fee levied for re-dispatch of materials within Australia.