

Schedule of Administrative Fees

Fee Type	Fee	Description
Cancellation fee	\$500	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 Swinburne Open Education or Swinburne University of Technology.
Credit Transfer Administration fee (from non-Swinburne RTO)	\$150	There is a \$150 administrative fee applied to credit transfer for a unit/s completed at an RTO not connected to Swinburne entities.
Recognition of Prior Learning Application fee (Stage 1 Eligibility Assessment)	\$300	Non-refundable application fee for Recognition of Prior Learning (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. 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	<i>Refer to the Terms and Conditions of the Debit success Contract.</i>	Administrative fee applies 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.