

## Schedule of Administrative Fees

Type of Administration Fee	Fee	When applies
<b>Cancellation, Transfers and Extensions</b>		
Cancellation fee	\$250	Applies to all cancellation of enrolment requests including in the Cooling Off Period.
Course transfer fee	\$150	Any application for Course Transfer under clause 8.12.6 of the terms and conditions.
Course extension fee	\$300 per month	Any application for Course Extension under 8.4.4 if the terms and conditions (maximum of 6 months), or to any extension granted at Collaboration Learning' discretion.
<b>RPL &amp; Credit Transfers</b>		
Credit Transfer Administration fee from another RTO	\$150	Any application to have unit/s of competency awarded by another RTO credited to the Collaboration Learning course. Fee applies per application and not per unit of competency.
Recognition of Prior Learning (RPL) Assessment fee	\$100 per unit applied for	Any application to be awarded RPL for a unit of competency. The fee applies per unit of competency applied for, is payable in advance and is non-refundable. For each unit awarded, a \$100 (per unit) deduction will be made to the course fee payable.
Assessment Resubmission Fee	\$100	For the third (and each subsequent) submission of any assessment (including portfolios) where a student has been graded as 'Not Yet Satisfactory' i.e. students will have 1 resubmission attempt after the initial submission.  NOTE: This does not apply to multiple choice assessments/ quizzes.
<b>Work Placement</b>		
Work Placement Fee	As advised	Where a work placement host (either arranged by the student, or by Collaboration Learning on behalf of the student) charges a fee for the placement of the student (clause 6.6.9.3 of the terms and conditions), this fee will be payable by the student.  NOTE: The student may elect not to pay this fee and source alternative work placement.
Workplace Assessment cost – remote locations	As advised	Where a student lives in a remote or offshore territory or more than 2 hours from a main airport and live streaming/ video is otherwise offered by Collaboration Learning but an assessor is required to travel to the student then the costs of doing so will be the responsibility of the student.
Workplace Assessment Observation Cancellation Fee	\$250	Where a student cancels a scheduled workplace assessment observation less than 14 days before the appointment.

## Schedule of Administrative Fees

Type of Administration Fee	Fee	When applies
<b>Course Materials</b>		
Course materials recovery fee	\$100 (textbooks)/ \$150 (kits)	When textbooks and/ or kit have been dispatched to a student and the student cancels within the Cooling Off Period or transfers to another course and fails to return the textbook and/ or kit in original sealed packaging within 15 days.
Re-dispatch of textbook and/ or kits (and postage and handling)	Varies by course	Actual cost per unit where a student requests Collaboration Learning to re- dispatch any textbook or kit items. NOTE: These replacement costs may be waived where the student provides a Statutory Declaration stating the original materials were not received.
	\$25	Postage and handling of replacement materials to address in Australia.
	\$60	Postage and handling of replacement materials to an international address.
<b>Certificates</b>		
Certificate Re-issue	\$50	Any request for the re-issue a Certificate or Statement of Attainment previously issued, including request for hard copy when issued electronically.
Certificate Postage – Overseas	Actual Cost	Any request for the re-issue of a Certificate or Statement of Attainment to be sent overseas. NOTE: Certificates will only be sent by registered mail or equivalent.
Academic Transcript Re-issue	\$35	Any request for the re-issue of an Academic Transcript. NOTE: These will be sent electronically.
<b>Third Party Document Requests</b>		
Student documentation request	\$250 + GST	Any requests from a third party (excluding Government bodies) for documentation including insurance claims or legal proceedings. NOTE: All requests must be accompanied by Third Party Authority from the student.
<b>Instalment Plan Payments &amp; Collection Costs</b>		
Direct debit payment dishonour fee	Per DebitSuccess terms	DebitSuccess will apply a payment dishonour fee for any failure to make a scheduled payment.
Collection costs	Varies	In the event of a failure to pay course fees, and the debt is referred externally for collection, a student may also be liable for collection costs charged by the external collection agency.