



Registered Training Organisation: 45445

CRICOS Provider: 03728B

ADDITIONAL FEE SCHEDULE POLICY

Policy code	AFS-001	Version 2.3	Effective date: January 2020
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Below is a copy of Additional fees that may apply when undertaking a course. These are current at the time of publishing this document. For the latest version of this fee schedule, please refer to our website <https://stbasils.edu.au/>

ALL STUDENTS	FEE
St Basil's RTO's Uniform for practical classes	To be advised
Change to Student Timetable within a Term (subject to availability)	\$50
Student Practical – non-attendance, late arrival, early departure, late cancellation	\$50
Catch up class – with medical certificate	FREE
Catch up classes	\$50
Additional Catch up class scheduled outside of the standard catch up class	\$150 per session
Late submission or Resubmission for assessments	\$50 per assessment
Late Payment of fees	\$50 per week of late payment
Payment Plan Set-up Fee	\$50 - \$300*
Course Extension Fee	To be advised*
Deferral Fees	Refer to Student Handbook
Course Cancellation	Variable based on course being undertaken
Refund Request Fee – Classroom Based with more than 3 weeks' notice	\$50 (subject to refund policy)
Course Credit Application Fee per Unit of Competency or Unit	FREE
Postage – St Basil's RTO's Qualification & Certificates within Australia	FREE
Postage – St Basil's RTO's Qualification & Certificates Overseas	\$30
Postage - Subject Certificates	\$10
Reissuing Certificates or Transcripts	\$50

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Replacement of Course Notes (per set)	\$15 - \$300*
Surcharge on Credit Card payment above \$1,000	2.50%
Request to view archived assessments RPL Application RPL CERTIFICATE IV RPL DIPLOMA	\$0 to \$44.80 \$250 \$300 PER UNIT \$350 PER UNIT

INTERNATIONAL STUDENTS (ADDITIONAL)	FEE
English LLN Test	FREE
Change to Confirmation of Enrolment (CoE) – 1st and 2nd change only	FREE
Change to Confirmation of Enrolment (CoE)	\$50
*Fees will vary course to course and can be confirmed prior to payment with a Student Advisor	
Students acknowledge other fees not specifically listed may be applicable. The above fees can increase from time to time during the course of studies and students will accept these increases.	

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