

ADMINISTRATION FEE SCHEDULE – INTERNATIONAL STUDENTS

Administration Fee	Price	Qty
Enrolment Application		
Enrolment Application admin fee (non-refundable)	\$175	
Course extension, deferral or transfer		
Course Extension (up to 6 months – 1 extension available per course enrolment)	\$500	
Course Deferral (up to 6 months – 1 deferral per course enrolment) Timetable Reschedule Fees also apply to class transfers required as part of deferral	\$100	
Course transfer administrative fee (to transfer to another course with Equinim College)	\$500	
Re-issuance of certificate or materials		
Replacement Class Practical Manual *plus postage & handling	\$30	
Re-issue/Additional Record of Results Request	\$50	
Re-issue Qualification Certificate (copy of original document) *plus postage & handling	\$50	
Recognition of Prior Learning (RPL)		
RPL Initial Application Fee (non-refundable)	\$200	
RPL Fee (non-refundable) – per unit of competency	\$200	
On campus timetable changes (NOTE: Strict attendance requirements apply to your course)		
Class reschedule administration fee per class (organised prior to class date)	\$50	
Additional class requirement (missed class or unsuccessful)	\$200	
Repeat on-campus attendance per class (additional learning class)	\$300	
Re-sit assessment class (after unsuccessful original attempt + one free-of-charge re-sit)	\$200	
Theory		
Repeat theory unit of study (failed or incomplete)	\$150	
Repeat unit of study administration fee	\$50	
Third party document requests		
Student details update	\$50	
Other student document request (e.g. for other educational institution, insurance firm/broker, or for legal purposes). Student must sign Third Party Authorisation Form.	\$200	
Postage Amount (see Posting & Handling Schedule)	\$	
Total Amount:	\$	

STUDENT DETAILS

NAME

STUDENT NUMBER

POSTAL ADDRESS

CITY/SUBURB

STATE

POSTCODE

CONTACT PHONE NO.

ACCOUNT DETAILS Attached is my payment of \$ _____

Credit Visa
 Mastercard

Direct Deposit
 Westpac Bank Account
 Account Name: Equinim College
 BSB: _____ ACC: _____

Please contact us on 1800 338 883 9am - 5pm AEDT/AEST Monday to Friday to make a payment by credit card

(Please ensure you put your FULL NAME as the reference)



Postage & Handling (within Australia only)*

Up to \$50	\$10.00
\$50 - \$100	\$15.00
\$100 - \$250	\$20.00
\$250 - \$500	\$25.00
\$500 - \$1000	\$40.00
\$1000+	\$55.00
Express 500g	\$15.00
Express 0-3kg	\$20.00
Express 3kg	\$30.00
Express +3kg	RTO to Quote

OFFICE USE ONLY

Date Received: _____

Date Processed: _____

Receipt Number: _____

Student Number: _____

Amount Paid: _____

Payment Method:

Cash Cheque Card DD

*Contact Equinim College for shipments outside Australia