



# 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	Varies	Any application for Course Transfer under clause 8.12.6 of the terms and conditions. Kirana Colleges will pro-rata a student's previous course fee based on their enrolment duration. They will be released of their future payment obligations on their previous course, and receive a new course fee with a new course duration.
Course extension fee	Varies	Any application for Course Extension under 8.4.4 of the terms and conditions or to any extension granted at Kirana Colleges' discretion. Kirana Colleges will use the total value of a student's course to determine the monthly extension fee. This will then be multiplied by the requested number of months.
<b>RPL &amp; Credit Transfers</b>		
Credit Transfer Administration fee from another RTO	No cost	Any application to have unit/s of competency awarded by another RTO credited to the Kirana Colleges course will be provided to students at no cost.
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 fourth, and each subsequent submission of any assessment (including portfolios), where a student has been graded as 'Not Yet Satisfactory.'  Each student is given three attempts prior to this to be given a 'Satisfactory' result.
<b>Work Placement</b>		
Work Placement Fee	As advised	Where a work placement host (either arranged by the student, or by Kirana Colleges 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 Kirana Colleges 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.



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<b>Certificates</b>		
Certificate Re-issue (hard-copy)	\$50	Any request for the re-issue a Certificate or Statement of Attainment previously issued. NOTE: These will be posted.
Certificate Re-issue (electronic)	\$35	Any request for the re-issue of Certificate or Statement of Attainment. NOTE: These will be sent 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.
<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.