

ADMINISTRATION FEE SCHEDULE

Administration Fee	Price	Qty
Course cancellation, transfer, deferral or extension		
Course Cancellation admin fee	\$200	
Course Deferral (up to 6 months – 1 deferral per course enrolment) Timetable Reschedule Fees apply to class transfers required as part of deferral, for on-campus/blended courses	\$100	
Course Extension (up to 6 months – 1 extension available per course enrolment)	\$500	
Re-issuance of certificate or materials		
Replacement hard copy 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 Stage 2 Fee (non-refundable) – per unit of competency	\$200	
On campus timetable changes		
Class reschedule administration 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 an assessment class (due to unsuccessful original attempt and 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 a Third Party Authorisation Form.	\$200	
Postage Amount (see Posting & Handling Schedule)	\$	
Total Amount:	\$	

STUDENT DETAILS


NAME		STUDENT NUMBER
<input type="text"/>		<input type="text"/>
POSTAL ADDRESS		
<input type="text"/>		
CITY/SUBURB		
<input type="text"/>		
STATE	POSTCODE	CONTACT PHONE NO.
<input type="text"/>	<input type="text"/>	<input type="text"/>

ACCOUNT DETAILS Attached is my payment of \$ _____

Credit	<input type="checkbox"/> Visa	<input type="checkbox"/> Direct Deposit
	<input type="checkbox"/> Mastercard	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
Order Value:	
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:
<input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> Cheque <input checked="" type="checkbox"/> Card <input checked="" type="checkbox"/> DD