

Schedule of Administrative Fees

Type of Administration Fee	Fee	When applies
Cancellation, Transfers and Extensions		
Cancellation fee	\$150	Applies to all cancellation of enrolment requests including in the Cooling Off Period.
Course transfer fee	Varies	Momentum College 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	Momentum College 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.
RPL & Credit Transfers		
Credit Transfer Administration fee from another RTO	No cost	Any application to have unit/s of competency awarded by another RTO credited will be provided to students of Momentum College at no cost.
Recognition of Prior Learning (RPL) Assessment fee	Inclusive	For students enrolled into a full qualification, RPL Assessment Fees are included in the course price.
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.
Work Placement		
Work Placement Fee	As advised	Where a work placement host charges a fee for the placement of a student of Momentum College, this fee will be payable by the student and not the college. Alternatively, the student may select an alternate host.
Workplace Assessment cost – remote locations	As advised	Where an assessor is required to travel to the student, the costs of doing so will be the responsibility of the student or their employer (Australian apprentices)
Workplace Assessment Observation Cancellation Fee	\$250	Where a student cancels a scheduled workplace assessment observation less than 7 days before the appointment.



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Certificates		
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)	No Cost	Any request for the re-issue of Certificate or Statement of Attainment. NOTE: These will be sent electronically.
Certificate Postage – Overseas	As Advised	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.
Third Party Document Requests		
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.
Instalment Plan Payments & Collection Costs		
Direct debit payment dishonour fee	Refer to Ezy pay's Terms and Conditions	Ezypay 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.