

Schedule of Administrative Fees

Type of Administration Fee	Fee	When applies
Cancellation, Transfers and Extensions		
Cancellation Fee	\$150	Applies to requests to cancel an enrolment, including requests received during the Cooling-Off Period, in accordance with Momentum College's applicable enrolment terms and refund arrangements.
Course Transfer Fee	Varies	Where a course transfer is approved, Momentum College will calculate the applicable adjustment to the learner's existing course fees based on their enrolment duration and circumstances. The learner will be released from future payment obligations associated with the previous course and issued with a new course fee and enrolment duration for the new qualification.
Course Extension Fee	Varies	An extension beyond the learner's original enrolment end date is not automatically granted. Extensions are approved at Momentum College's discretion, on a case-by-case basis, having regard to the learner's progression, engagement, individual circumstances and remaining course requirements. Extensions are limited to a maximum of 6 months in total per enrolment and are approved in increments of no more than 3 months at a time. Each increment requires a completion plan co-created with the learner to support progression within the approved timeframe. Where progression is not demonstrated against the completion plan, further extensions will not be approved. Where an extension is approved, an extension fee applies. The fee is calculated using Momentum College's standard course fee for the relevant qualification, irrespective of any promotional, discounted or reduced fee applied to the learner's original enrolment. The standard course fee is divided by the standard course duration to determine the monthly extension rate, which is multiplied by the number of additional months approved. Standard course fees used for extension calculations: • CHC33021 Certificate III in Individual Support (Disability)- \$3,950 • CHC43121 Certificate IV in Disability Support- \$4,580 • CHC43315 Certificate IV in Mental Health - \$4,950 These standard fees apply regardless of any promotional, discounted or reduced fee applied to the learner's original enrolment.

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Refunds		Refunds are managed under the Refund Policy in the Student Handbook and the Q2.D1-Refund Request Form. Prepaid fees are protected in line with Compliance Requirements section 18 (no more than \$1,500 collected before commencement without fee protection).
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RPL & Credit Transfers		
Credit Transfer Administration Fee – Units Awarded by Another RTO	No cost	Applications for Credit Transfer for units of competency previously awarded by another RTO will be processed at no cost, subject to the required evidence and verification requirements.
Recognition of Prior Learning (RPL) Application Fee	\$250	A non-refundable RPL application fee applies and will be credited towards the learner's total RPL fee where the application proceeds. If the application is unsuccessful, no further RPL fees will be charged unless the learner elects to proceed through a standard enrolment pathway.
Recognition of Prior Learning (RPL) Assessment Fee	\$100 deduction per unit	For each unit of competency awarded through RPL, a \$100 per-unit deduction will be applied to the applicable total course fee.
Assessment Resubmission Fee	\$100	Applies to the fourth and each subsequent submission of an assessment task, including portfolio assessments, where the learner has previously received a 'Not Yet Satisfactory' result. Learners are provided with three assessment attempts before this fee applies.
Work Placement		
Work Placement Fee	As advised	Where a work placement host charges a fee for facilitating a learner's placement, the applicable fee will be payable by the learner rather than Momentum College. Where appropriate, the learner may elect to source an alternative suitable placement host.
Workplace Assessment Cost – Remote Locations	As advised	Where an assessor is required to travel to undertake a workplace assessment, reasonable travel-related costs may be payable by the learner or, where applicable, their employer. Any applicable costs will be advised prior to the assessment being scheduled.
Workplace Assessment Observation Cancellation Fee	\$250	Applies where a learner cancels or reschedules a confirmed workplace assessment observation less than seven days before the scheduled 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. These will be posted.
Certificate Re-issue (electronic)	No Cost	Any request for the re-issue of Certificate or Statement of Attainment. 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. 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. All requests must be accompanied by Third Party Authority from the student.
Instalment Plan Payments & Collection Costs		
Direct debit payment dishonour fee	Refer to T&CS	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.

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Document Control History

Version	Date	Description	Reviewer
1.2	2025	Released under 2025 Standards – branded and contextualised	CEO/COO
2026.1.3	26 September 2026	Annual review (SRTO 2025) – minor: link to Refund Policy and s18 prepaid fee protection added (OS 2.1); footer corrected (© 2024); logo and version table added. Note: re-export the PDF version from this file.	COO (reviewed) / CEO (approved)