Schedule of Administrative Fees

<table>
<tr><th>Type of Administration Fee</th><th>Fee</th><th>When applies</th></tr>
<tr><td colspan="3">Cancellation, Transfers and Extensions</td></tr>
<tr><td>Cancellation Fee</td><td>$150</td><td>Applies when a learner requests to cancel their enrolment, in accordance with Momentum College's enrolment terms and Refund Policy. No cancellation fee applies where a learner cancels within a cooling-off period that applies to their enrolment under the Australian Consumer Law.</td></tr>
<tr><td>Course Transfer Fee</td><td>As advised</td><td>Where a course transfer is approved, Momentum College will adjust the learner's existing course fees based on their enrolment duration and circumstances. The learner will be released from future payment obligations under the previous course. The revised course fee and enrolment end date for the new qualification will be confirmed with the learner in writing before the transfer is accepted.</td></tr>
<tr><td>Course Extension Fee</td><td>See table</td><td>Eligibility: Each qualification is designed to be completed within 12 months. An extension will only be considered where all other course requirements have been completed and only work placement and/or workplace observations remain outstanding.

Duration: Extensions are approved for a period of 1 to 3 months at a time, to a maximum of 6 months in total per enrolment. Each extension requires a completion plan agreed with the learner. A further extension will not be approved where progress against the completion plan has not been demonstrated.

Payment: The extension fee must be paid upfront and in full before the extension is applied to the learner's enrolment. Extension fees are fixed and apply regardless of any promotional, discounted or reduced fee paid for the original enrolment.

Extension fees by qualification:
<table>
<tr><th>Qualification</th><th>1-month extension</th><th>3-month extension</th></tr>
<tr><td>CHC33021 Certificate III in Individual Support (Disability)</td><td>$329.17</td><td>$987.50</td></tr>
<tr><td>CHC43121 Certificate IV in Disability Support</td><td>$381.67</td><td>$1,145.00</td></tr>
<tr><td>CHC43315 Certificate IV in Mental Health</td><td>$412.50</td><td>$1,237.50</td></tr>
</table></td></tr>
<tr><td>Refunds</td><td></td><td>Refunds are managed in accordance with the Refund Policy in the Student Handbook, and requests must be submitted using the Q2.D1-Refund Request Form. Momentum College will not collect more than $1,500 from a learner before their course commences unless those fees are protected.</td></tr>
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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 are processed at no cost, subject to the required evidence and verification.
Recognition of Prior Learning (RPL) Application Fee	$250	A non-refundable RPL application fee applies. Where the application proceeds, this fee will be credited towards the learner's course fee. If the application is unsuccessful, no further RPL fees will be charged; if the learner then chooses to enrol through a standard pathway, standard course fees apply.
Recognition of Prior Learning (RPL) Course Fee Reduction	$100 reduction per unit	For each unit of competency awarded through RPL, the learner's total course fee will be reduced by $100.
Assessment		
Assessment Resubmission Fee	$100	Learners are provided with three attempts at each assessment task at no additional cost. This fee applies to the fourth and each subsequent submission of an assessment task, including portfolio assessments, following a 'Not Yet Satisfactory' result.
Work Placement		
Work Placement Fee	As advised	Where a work placement host charges a fee for facilitating a learner's placement, this fee is payable by the learner. The learner will be advised of any host fee before the placement is confirmed and may choose to source an alternative suitable placement host where appropriate.
Workplace Assessment Cost – Remote Locations	As advised	Where an assessor is required to travel to conduct a workplace assessment, reasonable travel costs may be payable by the learner or, where applicable, their employer. Any costs will be advised in writing before the assessment is scheduled.
Workplace Assessment Observation Cancellation Fee	$250	Applies where a learner cancels or reschedules a confirmed workplace assessment observation with less than 7 days' notice. This fee may be waived where the cancellation is due to illness or other exceptional circumstances supported by evidence.

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Certificates		
Certificate Re-issue (hard-copy)	$50	Applies to a request to re-issue a previously issued Certificate or Statement of Attainment in hard copy. The re-issued document will be sent by post.
Certificate Re-issue (electronic)	No cost	Applies to a request for an electronic copy of a previously issued Certificate or Statement of Attainment. The document will be sent electronically.
Certificate Postage – Overseas	As advised	Applies to a request for a re-issued Certificate or Statement of Attainment to be posted overseas. Documents will only be sent by registered mail or equivalent.
Third Party Document Requests		
Learner documentation request	$250 + GST	Applies to requests from a third party (excluding government bodies) for a learner's documentation, including for insurance claims or legal proceedings. All requests must be accompanied by a Third Party Authority signed by the learner.
Instalment Plan Payments & Collection Costs		
Direct debit payment dishonour fee	Refer to Debitsuccess terms	Debitsuccess applies a dishonour fee when a scheduled payment fails, in accordance with its terms and conditions.
Collection costs	Varies	If course fees are not paid and the debt is referred to an external collection agency, the learner may also be liable for any collection costs charged by that agency.

All fees are in Australian dollars (AUD) and are GST-free unless otherwise stated.

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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)

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