



demi international

Inspiring futures, nurturing possibilities

RTO# 32542

Demi International - Schedule of Administration Fees

Name of Fee	Amount of Fee	Description
Course Transfer fee	\$150	Administrative fee for transferring course of study.
Early Exit Fee	\$500	Administrative fee for withdrawal/cancellation of course after census and/or 2 weeks of unit of study class commencement
Certificate re-issue	\$50	Certificate or Statement of Attainment reissue.
Transcript re-issue	\$50	Request for transcript re-issue.
Student documentation request	\$50	Request for documentation with student authority. Includes requests for documentation to support insurance claims, for example compensation due to accident and is recovering course fees from external party or legal or police requested documentation.
Recognition of Prior Learning Application fee	\$250	Non-refundable assessment fee for Recognition of Prior Learning (RPL).
Recognition of Prior Learning Assessment fee	50% of Tuition Fees (refer to schedule of fees)	50% of each unit cost to be paid prior to the RPL Assessment being conducted.
Re-assessment fee	\$50	Students will be charged an administrative fee for second and subsequent re-assessments. That is, a student is eligible for one free re-assessment after initial submission. This administrative fee does not apply to multiple choice assessments
Late Assessment Submission	\$50	Students will be charged an administrative fee for late assessments where prior arrangement or medical evidence has not been arranged. The extension will be for an additional week only. <i>*Extensions will be at the trainer's discretion with a minimum period of 24hrs for resubmission.</i>
Dishonour direct debit payment fee	Refer to the Terms and Conditions of the Debit Success Contract.	Administrative fee for each dishonored direct debit transaction.
Printing	\$.20/Page	Any B&W printing completed at the campus for students will be charged at 20 cents per page.
Postage and handling fee	\$20	Postage and handling fee levied for re-dispatch of Certificate (RTS) or any materials within Australia.
Short Courses	\$50 - \$150	Extensions are available for the following costs: · 1 week \$50.00 · Single unit enrolments - \$150 for an additional 4 weeks
Replacement Uniform Shirt	\$80 for Tunic \$50 for T-shirt	Should you wish to buy an additional tunic, shirt or polo, this can be done anytime for this price.

DEMI INTERNATIONAL BEAUTY ACADEMY ABN 86 601 046 039 RTO# 32542

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