

ADMINISTRATIVE FEES 2018



This document sets out the *administrative fees* that apply to students at CHC for the 2018 academic year. All amounts are given in Australian dollars.

All students

The following administrative fees are payable by all students. All administrative fees are non-refundable.

Student ID card

Students are issued with a Student ID card at the beginning of their enrolment in a course. This card is required for Library borrowing and for entry to examination rooms. Students who require a replacement Student ID card will incur a fee. Requests for replacement Student ID cards must be made using the *Request for Replacement Student ID Card* form on the CHC website.

Replacement of Student ID card	Fee amount
Student ID card	\$ 20.00

Official academic transcript

Students are provided with an official academic transcript upon their graduation from a CHC course. Students who enrol in the *BestSemester* program offered by the Australian Studies Centre are provided with a transcript on the completion of the program. Students who require a transcript prior to graduation, or who request a replacement transcript following graduation, will incur a fee. Requests for transcripts must be made using the *Request for Academic Transcript* form on the CHC website.

Replacement or additional academic transcript	Fee amount
Transcript	\$ 20.00
Postage (where the transcript is to be mailed within Australia ¹)	\$ 6.00

Testamur

Students are provided with an official testamur upon their graduation from a CHC course. Students who require a replacement testamur in the event that the original document is lost or damaged² will incur a fee. CHC will not provide duplicate testamurs. Please note that replacement testamurs are issued in the name under which students were enrolled at CHC, and not in any change of name that has been made subsequent to a student's enrolment at CHC. Requests for replacement testamurs must be made using the *Request for Replacement Testamur* form on the CHC website.

Replacement testamur	Fee amount
Testamur	\$ 100.00
Postage (where the testamur is to be mailed within Australia ¹)	\$ 6.00

¹ Postage rates to overseas destinations are available upon application.

² A *Statutory Declaration* is required in the event of a student's testamur being lost or damaged.

Library fines for overdue resources

Category of resource	Fee amount
Library Use Only Items	\$ 0.50 per item per hour or part thereof
One Week Loan Items	\$ 0.30 per item per day or part thereof
Two Week Loan Items	\$ 0.20 per item per day or part thereof

Student services and amenities fee

In 2018, CHC will not charge the student services and amenities fee (SA fee). This action does not remove students' liability for this fee as charged in previous years, nor reduce any debt that students have accrued during the period that the fee was charged³.

Overseas Students

The following administrative fees are payable by overseas students⁴. All administrative fees are non-refundable.

Item	Fee amount
Application for Admission fee	\$ 500.00 ⁵
Transfer of Credit Application fee	\$ 100.00
Credit Transfer fee	\$ 10.00 per credit point
Offer Reinstatement fee	\$ 100.00
Amended Written Agreement and Confirmation of Enrolment (CoE) fee	\$ 200.00
Cancellation of Enrolment fee	\$ 1,000.00
Withdrawal fee	\$ 1,000.00

The following conditions apply:

Offer Reinstatement fee

The Offer Reinstatement fee is charged to overseas students who do not respond to their offer of admission by the date that is nominated as the offer lapse date, and who request that their offer be reinstated in order to accept the offer.

Amended Written Agreement and Confirmation of Enrolment (CoE) fee

The Amended Written Agreement and Confirmation of Enrolment (CoE) fee is charged to overseas students who, having returned a signed Written Agreement, paid the required upfront fees and received a Confirmation of Enrolment (CoE) for commencement in a particular semester, request a change to their enrolment to commence in a different semester, thus requiring the issuing of an amended Written Agreement and Confirmation of Enrolment (CoE).

³ CHC charged the SA fee between 2014-2016. Students who were enrolled at CHC during the 2014-2016 academic years remain liable for the amounts of the SA fee as invoiced and must meet their obligations prior to graduation from their courses either by upfront payment or deferral through the SA-HELP scheme.

⁴ Overseas students who are enrolled in the *BestSemester* program through the Australia Studies Centre are to refer to their Written Agreements for information regarding the administrative fees that are payable.

⁵ The Application for Admission fee is waived for overseas applicants who apply through QTAC and who have undertaken Year 12 studies in Australia in the year of, or prior to, their application to CHC.

Cancellation of Enrolment fee

The Cancellation of Enrolment fee is charged to overseas students who cancel their enrolment at CHC prior to commencing their course of study on the agreed starting day, as follows:

- Students who cancel their enrolment where special circumstances⁶ do not apply will receive a refund of any tuition fees paid upfront, less the non-refundable deposit that was paid to accept their provisional offer of admission.
- Students who cancel their enrolment where special circumstances do apply will receive a refund of any tuition fees paid upfront, including the non-refundable deposit that was paid to accept their provisional offer of admission, less the Cancellation of Enrolment fee.

Withdrawal fee

The Withdrawal fee is charged to overseas students who withdraw from CHC after having commenced their course of study on the agreed starting day, as follows:

For students who are in their first semester of enrolment

- Students who withdraw prior to the census date of their first semester of study where special circumstances do not apply will receive a refund of any tuition fees paid for that semester, less the non-refundable deposit.
- Students who withdraw prior to the census date of their first semester of study where special circumstances do apply will receive a refund of any tuition fees paid for that semester, including the non-refundable deposit, less the Withdrawal fee.
- Students who withdraw after the census date of their first semester of enrolment where special circumstances do not apply will not receive a refund of any tuition fees paid for that semester.
- Students who withdraw after the census date of their first semester of enrolment where special circumstances do apply will receive a refund of any tuition fees paid for that semester, including the non-refundable deposit, less the Withdrawal fee.

For students who are in their second or subsequent semester of enrolment

- Students who withdraw prior to the census date of their second or subsequent semester of study will receive a refund of any tuition fees paid for that semester, less the Withdrawal fee.
- Students who withdraw after the census date of their second or subsequent semester of study where special circumstances do not apply will not receive a refund of any tuition fees paid for that semester.
- Students who withdraw after the census date of their second or subsequent semester of study where special circumstances do apply will receive a refund of any tuition fees paid for that semester, less the Withdrawal fee.

⁶ 'Special circumstances' are defined in CHC Policy: [Refunds for Overseas Students](#).

Payment of administrative fees

Payment of all administrative fees is to be made at the time of the request being made or within two weeks of the date of issue of the relevant tax invoice (as applicable).

Payment of administrative fees may be made in the following ways:

- in person or by telephone at CHC Reception; or
- electronic funds transfer to CHC's nominated account (details are available from the CHC Business Office); or
- the [Pay Online](#) facility on the CHC website.