

ADMINISTRATIVE FEES 2019



This document sets out the *administrative fees* that apply to students at CHC for the 2019 academic year. All amounts are given in Australian dollars. All administrative fees are non-refundable.

All students

The following administrative fees are payable by all students.

Student ID card

Students are issued with a Student ID card at no charge at the beginning of their enrolment in a course. This card is required for Library borrowing and for entry to examination rooms.

Students who request 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	\$ 25.00

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 request a transcript prior to graduation, or a replacement or additional 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	\$ 25.00
Postage – standard postage within Australia	\$ 5.00
Postage – registered postage within Australia	\$ 15.00
Postage – standard international postage ¹	\$ 25.00

Testamur

Students are provided with an official testamur upon their graduation from a CHC course. CHC will replace testamurs in the event that original documents are lost or damaged but will not provide duplicate testamurs².

Students who request a replacement testamur will incur a fee. 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.

¹ Rates for other forms of international postage are available upon request.

² A *Statutory Declaration* is required in the event of a student requesting a replacement testamur where the original has been lost or damaged.

Replacement testamur	Fee amount
Testamur	\$ 100.00
Postage – standard postage within Australia	\$ 5.00
Postage – registered postage within Australia	\$ 15.00
Postage – standard international postage ³	\$ 25.00

Replacement unit outlines

Students are provided with unit outlines at the commencement of each semester of enrolment.

Students who request replacement unit outlines from past semesters (for example, for transfer of credit assessments at other providers) will incur a fee. Requests for replacement Student ID cards must be made by contacting the CHC Library.

Replacement unit outlines	Fee amount
Unit outlines (per request)	\$ 10.00

Library fines for overdue resources

Category of resource	Fee amount
Library Use Only Items	\$ 1.00 per item per hour or part thereof
One Week Loan Items	\$ 1.00 per item per day or part thereof
Two Week Loan Items	\$ 0.50 per item per day or part thereof

Student services and amenities fee

CHC does not charge the student services and amenities (SA) fee.

CHC charged the SA fee in the 2014-2016 academic years. Students who were enrolled at CHC during these years remain liable for the amounts of the SA fee as invoiced and must meet their obligations prior to graduation from their courses.

Overseas Students

The following administrative fees are payable by overseas students⁴.

Item	Fee amount
Application for Admission fee	\$ 500.00 ⁵
Transfer of Credit Application fee	\$ 150.00 ⁶
Credit Transfer fee	\$ 15.00 per credit point
Amended Written Agreement and Confirmation of Enrolment (CoE) fee	\$ 250.00
Offer Reinstatement fee	\$ 150.00
Late Enrolment fee	\$ 150.00
Late Payment fee	\$ 250.00
Cancellation of Enrolment fee	\$ 1,000.00
Withdrawal fee	\$ 1,000.00

³ Rates for other forms of international postage are available upon request.

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.

⁶ The Transfer of Credit Application fee is waived for overseas students who apply for transfer of credit at the time of application for admission.

The administrative fees that are charged to overseas students are explained below.

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 that requires the issuing of an amended Written Agreement and Confirmation of Enrolment (CoE). This includes but is not limited to changes to the semester of commencement and any applicable conditions of enrolment (such as completion of a particular prior course).

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.

Late Enrolment fee

The Late Enrolment fee is charged to overseas students who do not complete their semester enrolment (submission of the relevant Unit Selection form) by the due date as advised.

Late Payment fee

The Late Payment fee is charged to overseas students who do not pay their semester's tuition fees by the census date of the relevant semester.

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 circumstances⁷ 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.

⁷ 'Special circumstances' are defined in CHC Policy: [Refunds for Overseas Students](#).

- 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.

Payment of administrative fees

Payment of all administrative fees is to be made at the time of the request being made or by the due date specified on the relevant invoice (as applicable).

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

- in person or by telephone at CHC Student Administration; 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.