



ADDITIONAL SERVICES FEES

Fee Type	Description	Fee \$
Course extension Fee – 6 months	On approval at discretion of RTO Director – 6 month extension	\$100
Course extension Fee – 12 months	On approval at discretion of RTO Director – 12 month extension	\$200
Course Deferral Fee	Nil charge for first deferral. A \$100 fee will be incurred for every instance after	\$100
Change Course duration from Full Time to Part Time	On approval at discretion of RTO Director – Once only	\$25
Re-enrolment fee	Applies should a qualification become superseded whilst a student is on deferment or exceeds the course registration period- On approval at discretion of RTO Director	\$250
Cancellation Processing Fee	Administration charge to process course withdrawal	\$20 per unit
Ezi-Debit Payment Plan Fees	Administration fee once only – up to \$5.50 Bank Account Transactions Fee - \$1.20 Credit Card Transaction Fee: 2.50% (min \$1.10) Failed payment fee up to \$27.50	Various
Re-submission of Assessment Fee	First three submissions of the same unit assessment are included in the course fee. Any further re-submissions for the same unit assessment will incur a fee	\$55
Re-Print certification Fee	Where the candidate requests a new copy of his/her certification the following fees apply:	\$25 plus GST
Credit Transfer Application Fee	Applicable for students making application for recognition of equivalent units of competency	Nil
Course Transfer Fee	Administration charge to process course transfer	\$100
Replacement or supply of additional training materials	Price per unit – should a student require replacement or additional hard copy learning and assessment material (includes postage)	\$27.50
Recognition of Prior Learning (RPL) interview	Non-Refundable interview fee for Recognition of Prior Learning (RPL)	\$100
Recognition of Prior Learning (RPL) Assessment Fee	Per unit of competency being assessed in addition to unit fee charge	\$200

Medical Administration Training Pty Ltd reserves the right to change the amount of any Fees and Charges for our products and services, or to implement new fees and charges at any time.