

International Student Offer and Acceptance Agreement

General Fees

Fees are subject to change from time to time. Please refer to the latest fees schedule on the College website.

ITEMS	FEES (AUD)	DETAILS
1. General Fees		
a. Administration Fee	\$200 / course	Capped at \$300 for two or more courses
b. Access Card Deposit	\$100	Refundable at the end of course. card is returned without damage
c. Locker Key Deposit (for Swanston Street Campus)	\$100	Refundable upon the return of the Key(s)
d. Overseas Student Health Cover (average cost of minimum cover for 12 months)	\$517 (Single)	Subject to change by OSHC provider
e. Withdrawal Administration Fee	\$250	
f. Material Fees	\$50 / term (VET programs) \$100 / semester (AAPoly Higher Ed. Programs)	Other material fees may be charged for specific courses, refer to Letter of Offer
g. Print Credits	Minimum \$5	Required for printing from computers at AAPoly, excludes photocopy
h. Testamur or Official Academic transcript / Statement of Attainment (incl. replacement copy)	\$50 / document	The issuance of final documents at the end of term/semester upon course completion is free of charge
i. Recognition of Prior Learning (RPL)	\$100/Unit of Competency	Cap at 50% of total course fees
j. Supplementary Reassessment (VET courses)	j. 1. \$100 per written assessment (eg. Exam, Test or Business plan) j.2. \$200 per Practical assessment (eg. cookery assessment, presentation)	
2. Student Initiated Changes		
a. Change of Course	\$100 per change	Excludes AAPoly initiated changes
b. eCoE Extension	\$100 per change	Excludes approved leave. If course change is initiated by student, this fee is covered by Change of Course fee.
c. Change of teaching locations (Higher Education programs)	\$150 per change	Campus changes between Melbourne and Sydney
3. Late Payment Charges		
a. Late Payment Fee	A one-time administration fee of \$10 plus a penalty fee computed at the rate of 1% per month on the amount outstanding from the day after the due date until the outstanding amount is paid in full.	
b. Late Enrolment Fee	\$100	An enrolment is considered to be late if initiated after the Friday of Week 1 for all programs

• Non-Payment of Fees

The College reserves the right to take any or all of the following actions should a student not pay their fees:

- Disable access to computers
- Bar access to classroom
- Bar access to examinations
- Withhold transcripts, certificates and other documents
- Suspend or dismiss the student from the school
- Collect a late payment fee on the amount outstanding
- Pursue legal action to recover debt

• Late Payment of fees

Students must pay the required fees due by the enrolment date of each semester. Failure to pay fees by the enrolment date may incur a financial penalty. The Late Payment Fee is a one-time administration fee of \$10 plus a penalty fee computed at the rate of 1% per month on the amount outstanding from the day after the due date until the outstanding amount is paid in full.

Academies Australasia Polytechnic Pty Limited

ABN 28 100 905 182
CRICOS Provider Number 02439G
RTO Provider Number 21282

Level 7, 628 Bourke Street
Melbourne VIC 3000 Australia
T +61 3 8610 4100
F +61 3 8610 4199
E info@aapoly.edu.au
W www.aapoly.edu.au