

INCIDENTAL FEES AND CHARGES

Focal Holdings Pty Ltd applies the following fees and charges which are additional to published tuition fees.

Please note that these fees apply ONLY to any additional fees that you may incur and be charged if you request additional services to those originally applied for.

PRINTING/COPYING CHARGES (per page)

Printing or Copying – black and white	\$0.20
Printing or Copying – colour	\$1.00

ISSUE OF AMENDED CONFIRMATION OF ENROLMENT (CoE)

Change of enrolment after issue of the first Confirmation of Enrolment (CoE) (e.g. request for deferral, due to error in information submitted by applicant, change in enrolment information previously submitted)	\$50.00
Request for deferral due to non-issue of visa in time to commence studies	No charge

CHANGE OF ENROLMENT

Request for change of enrolment to a different course after the first month	\$150.00
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REFUND PROCESSING FEE

Refund Processing Fee before or after commencement of course	\$250.00
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COURSE MATERIAL

College fees include the cost of training resources, equipment, tools, uniforms required for specific courses
Students can purchase relevant hard-copy Recipe Book/CD/DVD at reception

RE-ASSESSMENT CHARGES

No fees are charged for assessments conducted during the course of the training.

However, if students are required to undertake any re-assessments of relevant Units of Competency, the following fees apply:

Re-assessment (first attempt)	No charge
Re-assessment (second and subsequent attempts)	\$300.00 per unit (Theory) \$380.00 per unit (Practical)
Missed Assessment (without supply of Medical Certificate)	\$300.00 per unit (Theory) \$500.00 per unit (Practical)
Repeat of Entire Unit of Competency (for whatever reason other than medical – if medical, Medical Certificate must be supplied)	\$400.00 per unit (Theory) \$500.00 per unit (Practical)
Work Experience Re-Placement	
Nominated Re-assessment of Work Placement (3 months to complete)	\$1,500 per unit
Work Placement Continued Re-assessment (3 months to complete)	\$1,000 per unit

N.B. These additional fees apply only to students requesting or being required to undertake additional re-assessments due to being deemed Not Yet Competent or missing scheduled course assessments without justifiable reasons (such as illness which must be substantiated with a Medical Certificate).

CREDIT TRANSFER FEE

Credit Transfer Application Fees	\$200.00 (non-refundable)
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RECOGNITION OF PRIOR LEARNING (RPL) and RECOGNITION OF CURRENT COMPETENCY (RCC)

Event	Fees	Fees Due and Payable
Initial interview and registration	\$200.00	When making interview appointment (this fee is non-refundable).
Document Review and Assessments	Cert III Level \$500.00 Cert IV Level \$750.00 Diploma Level \$1,000.00 Adv Diploma Level \$1,500.00	When submitting Portfolio of Evidence and prior to the assessment commencing.
Gap Training (if identified and required)	Per Unit of Competency \$200.00 to \$750.00	Price depends on requirements of the relevant Units of Competency.

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RE-ISSUE OF DOCUMENTATION

Re-Issue of Administrative Documentation	
Completion Letter	\$5.00
Attendance Letter	\$5.00
Interim Academic Record	\$5.00
Re-Issue of Student I.D. Card	\$5.00
Re-issue of Academic Transcript	
Within 6 months of Issue of Original	\$25.00
More than 6 months of Issue of Original	\$75.00
Re-issue of Statement of Attainment (per Qualification):	
Within 6 months of Issue of Original	\$25.00
More than 6 months of Issue of Original	\$75.00
Re-issue of Qualification (per Qualification) (includes Completion Letter, Testamur, Qualification)	
Within 6 months of Issue of Original	\$100.00
More than 6 months of Issue of Original	\$150.00
Postage and Handling Charges*	\$10.00

Please note:

- Documents will be prepared and be ready for collection at reception within 28 working days of request being received.
- Documents must be collected within 14 working days after advice has been provided to the student that the documents are ready for collection.
- All documents not collected within the 14 working days specified in Point (b) above will be destroyed. Students still requiring these documents will be required to pay the relevant fees again.

* Overseas postage will be charged at the current fees and charges as set by Australia Post or relevant courier and will be required to be paid prior to documents being sent by Australia Post or courier.

Late Payment Surcharge

There is a Late Payment Surcharge of 10% on all late payments as per Terms and Conditions of Enrolment.

Note:

All fees and charges are quoted in Australian Dollars (AUD) and are non-refundable.