

Appendix 1 – Schedule of Administrative Fees

Fee	Amount
Application Processing Fee <i>(Non-refundable)</i>	\$150 <i>(Not applicable for eligible students enrolled in government-subsidised training)</i>
Recognition of Prior Learning (RPL)	\$250 <i>per unit of competency, capped at \$3,000 per full qualification</i>
Enrolment Deferment Fee	\$100 <i>(Not applicable for eligible students enrolled in government-subsidised training)</i>
Course Transfer Fee	\$100 <i>(Not applicable for eligible students enrolled in government-subsidised training)</i>
Course Extension Fee	\$150
Re-assessment Fee <i>(after the allowed number of attempts where a student has been graded as “Not Yet Satisfactory”)</i>	\$50 per unit of competency <i>(Not applicable for eligible students enrolled in government-subsidised training)</i>
Work Placement Fee <i>(Where a work placement host charges a fee for the placement of the student)</i>	As advised
Workplace Assessment – remote locations	As Advised
Withdrawal Fee	\$300 <i>(Not applicable for eligible students enrolled in government-subsidised training)</i>
Late payment of Tuition Fee <i>(applies one week after invoice due date)</i>	\$15 per month
Replacement Certificate Fee including Postage <i>(includes Academic Transcript)</i>	\$55
Replacement Certificate Fee Digital Copy <i>(includes Academic Transcript)</i>	\$15
Direct Debit Processing Fee (Go Cardless)	Up to \$10 <i>per Direct Debit transaction based on the Purchase price</i>
Collection Costs <i>(In the event of a failure to pay course fees and the debt is referred externally for collection)</i>	Varies

NOTE: All fees are listed in Australian Dollars and include GST.

BTS Standard Fees are subject to change and the fees applicable at any time will be those listed in this document.