

HE-AD10 NON-TUITION FEES AND CHARGES

Item	Charge
Enrolment Fee (non-refundable)	\$250
International Student Application Fee (non-refundable)	\$250
Enrolment re-instatement following a cancellation	\$250
Deferral or Suspension for international students before census date	\$250
Suspension for international students after census date	\$600
Change of course or campus (non-refundable)	\$200
Administrative fee for withdrawal	\$300
Credit for RPL Assessment after a Confirmation of Enrolment (CoE) is issued (non-refundable)	\$200
Enrolment for unit or change to enrolment after cut-off date	\$120
Supplementary assessment fee (where special consideration not approved)	\$145
Supplementary exam fee (where special consideration not approved)	\$200
Request for review of marking of assessment (refundable where assessment result or outcome changed)	\$75 per assessment
Late payment of tuition fees (a cap may be applied in a fair and equitable manner)	\$100 per week
Payment plan administrative charge (subject to approval)	\$200
Dishonoured payment fee	\$55
Letter for employer, term break / holiday letter, reference or another letter for third party	\$25
Academic transcript (digital and physical copy)	\$30
Graduation ceremony (non-refundable)	\$200
Replacement testamur (digital and physical copy)	\$130
Replacement Australian Higher Education Graduation Statement (AHEGS)	\$50
Letter of completion	No charge
Replacement of student ID card	\$20
Overdue library item (capped at the replacement cost of the book)	\$2 per day
Replacement library item	\$200
Priority or urgent processing of documents (48 hours)	\$50
Postage	\$15-100 based on the type of postal service required and destination

All amounts are in AUD.

Note:
Other Fees and Charges Increases

Fees and charges identified above are subject to change and will apply four (4) weeks from the date of publishing to the [website](#).

Payment Options

Payment for the items above is required before Apex Australia processes the request or commences the related procedure. Student can pay by direct deposit, or cash or card (credit card or debit card) at Reception.

Refunds

Refer to [International Students Fees Refund Policy and Procedure](#).

Version Control

Document Name		Non-Tuition Fees and Charges		
Document Code		HE-AD10		
Department		Admissions		
Approved By		Executive Management Committee	Date Approved	17 June 2024
Revision History				
Version	Date of Changes	Change Summary	Author	Review Due
V1.0	June 2024	New Document Approved by EMC: 17.06.2024 Noted by BoD: 17.06.2024	Senior Compliance and Risk Manager	June 2025
V1.1	October 2024	Added in Administrative fee for withdrawal.	Business Manager Senior Compliance and Risk Manager	June 2025
V1.2	December 2024	Updated terminology in lines 4 and 5 of the table	Business Manager Senior Compliance and Risk Manager	June 2025
V1.3, V1.4	January 2025	Added in 'term break / holiday letter' and added 'a cap may be applied in a fair and equitable manner'	Senior Compliance and Risk Manager	June 2025
Organisation		Apex Australia Higher Education		
Document Controller		Senior Compliance and Risk Manager		