

Administrative Fees 2024



This document sets out the *administrative fees* that apply to students at CHC. All amounts are given in Australian dollars. All administrative fees are non-refundable.

ALL STUDENTS

The following administrative fees are payable by all students.

STUDENT ID CARD

Students are issued with a Student ID card at no charge at the beginning of their enrolment in a course of study. This card is required for Library borrowing and for entry to examination rooms.

Students who request a replacement Student ID card will incur a fee.

REPLACEMENT STUDENT ID CARD	FEE AMOUNT
Student ID card	\$ 15.00

REPLACEMENT UNIT OUTLINES

Students are provided with unit outlines at the commencement of each semester of enrolment.

Students who request replacement unit outlines from past semesters will incur a fee. Requests for replacement unit outlines must be made by contacting the CHC Library.

REPLACEMENT UNIT OUTLINES	FEE AMOUNT
Unit outlines (per request)	\$ 10.00

LIBRARY FINES FOR OVERDUE RESOURCES

OVERDUE RESOURCES	FEE AMOUNT
Library Use Only Items	\$ 2.00 per item per hour or part thereof
One Week Loan Items	\$ 2.00 per item per day or part thereof
Two Week Loan Items	\$ 1.00 per item per day or part thereof

ACADEMIC TRANSCRIPT

Students are issued with an academic transcript upon their graduation from a CHC course. This is an electronic document that is available in the *My eEquals* platform and which students can access via secure log in¹. CHC no longer issues academic transcripts in hard copy.

¹ The *My eEquals* platform provides access to secure digitally-signed documents that students may share with others as desired.



Students can request that an interim academic transcript be uploaded to the *My eEquals* platform at any time prior to their graduation from a course. This will incur a fee.

Students who withdraw from CHC without completing a course can request that an academic transcript of their studies be uploaded to the *My eEquals* platform. This will incur a fee.

Past students

Students who graduated from CHC prior to December 2021 can request that an electronic academic transcript be uploaded to the *My eEquals* platform. This will incur a fee.

Students who withdrew from CHC prior to December 2021 without completing a course can request that an academic transcript be uploaded to the *My eEquals* platform. This will incur a fee.

ACADEMIC TRANSCRIPT	FEE AMOUNT
Interim academic transcript or Academic transcript – incomplete course	\$ 15.00
Academic transcript – graduated prior to December 2021	\$ 15.00

TESTAMUR

Students are issued with a testamur upon their graduation from a CHC course. This is an electronic document that is available in the *My eEquals* platform and which students can access via secure log in¹.

Students who attend a Graduation ceremony will receive a printed testamur.

Students who do not attend a Graduation ceremony can request that they receive a printed testamur. This will incur a fee. Printed testamurs will be posted to students by registered mail.

Past students

Students who graduated from CHC prior to December 2021 can request that an electronic testamur be uploaded to the *My eEquals* platform. This will incur a fee.

Replacement testamurs

CHC will replace printed testamurs where original documents have been lost or damaged but will not provide duplicate testamurs. A replacement testamur bears the same details as the original document, including the name in which it was issued except if official change of name documentation is provided. A signed *Statutory Declaration* must accompany a request for a replacement printed testamur.

Requests for a replacement printed testamur will incur a fee. Printed testamurs will be posted to students by registered mail.

PRINTED TESTAMUR	FEE AMOUNT
Electronic testamur – graduated prior to December 2021	\$ 30.00
Printed testamur – first issue or replacement	\$ 50.00
Postage – standard postage within Australia	\$ 5.00
Postage – registered postage within Australia	\$ 16.00
Postage – standard international postage ²	\$ 30.00

² Rates for other forms of international postage are available upon request.

INTERNATIONAL STUDENTS

The following administrative fees are payable by international students.

ITEM	FEE AMOUNT
Application for Admission fee – Direct to CHC	\$ 300.00
Application for Admission fee – via CHC Education Agent	\$ 100.00
Credit Transfer Application fee	\$ 150.00
Credit Transfer fee	\$ 20.00 per credit point
Amended Written Agreement and Confirmation of Enrolment (CoE) fee	\$ 100.00
Offer Reinstatement fee	\$ 150.00
Late Enrolment fee	\$ 150.00
Late Payment fee	\$ 250.00
Cancellation of Enrolment fee/1 st Semester Withdrawal	\$ 3,000.00
Withdrawal fee (2 nd Semester until course completion)	\$ 1,000.00

The administrative fees that are charged to international students are explained below.

APPLICATION FOR ADMISSION FEE

The Application for Admission fee is charged to international students according to whether it was submitted directly to CHC or via a CHC Education Agent.

The Application for Admission fee is waived for international applicants who apply through QTAC and who have undertaken Year 12 studies in Australia in the year of, or prior to, their application to CHC.

CREDIT TRANSFER APPLICATION FEE AND CREDIT TRANSFER FEE

The Credit Transfer Application fee is charged to international students who submit an application for credit transfer. The Credit Transfer Application fee is waived for international students who apply for credit transfer at the time of application for admission.

The Credit Transfer fee is charged to international students according to the number of credit points granted. A standard unit of carries a weighting of 10 credit points (\$150 per 10-credit point unit).

AMENDED WRITTEN AGREEMENT AND CONFIRMATION OF ENROLMENT (COE) FEE

The Amended Written Agreement and Confirmation of Enrolment (CoE) fee is charged to international students who, having returned a signed Written Agreement, paid the required upfront fees and received a Confirmation of Enrolment (CoE) for commencement in a particular semester, request a change to their enrolment that requires the issuing of an amended Written Agreement and Confirmation of Enrolment (CoE). This includes but is not limited to changes to the semester of commencement and any applicable conditions of enrolment (such as completion of a particular prior course).

OFFER REINSTATEMENT FEE

The Offer Reinstatement fee is charged to international students who do not respond to their offer of admission by the date that is nominated as the offer lapse date, and who request that their offer be reinstated in order to accept the offer.

LATE ENROLMENT FEE

The Late Enrolment fee is charged to international students who do not complete their semester unit enrolment process by the due date as advised.

LATE PAYMENT FEE

The Late Payment fee is charged to international students who do not pay their semester's tuition fees by the due date as advised.

CANCELLATION OF ENROLMENT FEE

The Cancellation of Enrolment fee is charged to international students who cancel their enrolment at CHC prior to commencing their course of study on the agreed starting day, as follows:

- Students who cancel their enrolment where special circumstances³ do not apply will receive a refund of any tuition fees paid upfront, less the non-refundable deposit that was paid to accept their provisional offer of admission.
- Students who cancel their enrolment where special circumstances do apply will receive a refund of any tuition fees paid upfront, including the non-refundable deposit that was paid to accept their provisional offer of admission, less the Cancellation of Enrolment fee.

WITHDRAWAL FEE

The Withdrawal fee is charged to international students who withdraw from CHC after having commenced their course of study on the agreed starting day, as follows:

FIRST SEMESTER OF ENROLMENT

- Students who withdraw prior to the census date of their first semester of study where special circumstances do not apply will receive a refund of any tuition fees paid for that semester, less the non-refundable deposit.
- Students who withdraw prior to the census date of their first semester of study where special circumstances do apply will receive a refund of any tuition fees paid for that semester, including the non-refundable deposit, less the Withdrawal fee.
- Students who withdraw after the census date of their first semester of enrolment where special circumstances do not apply will not receive a refund of any tuition fees paid for that semester.
- Students who withdraw after the census date of their first semester of enrolment where special circumstances do apply will receive a refund of any tuition fees paid for that semester, including the non-refundable deposit, less the Withdrawal fee.

³ 'Special circumstances' are defined in CHC Policy: *Refunds for Overseas Students*.

SECOND OR SUBSEQUENT SEMESTER OF ENROLMENT

- Students who withdraw prior to the census date of their second or subsequent semester of study will receive a refund of any tuition fees paid for that semester, less the Withdrawal fee.
- Students who withdraw after the census date of their second or subsequent semester of study where special circumstances do not apply will not receive a refund of any tuition fees paid for that semester.
- Students who withdraw after the census date of their second or subsequent semester of study where special circumstances do apply will receive a refund of any tuition fees paid for that semester, less the Withdrawal fee.

PAYMENT OF ADMINISTRATIVE FEES

Payment of all administrative fees is to be made at the time of the request being made or by the due date specified on the relevant invoice (as applicable).

Payment of administrative fees may be made in the following ways:

- in person or by telephone at CHC Student Administration; or
- electronic funds transfer to CHC's nominated account (details are available from the CHC Accounts Office); or
- the payment portal on the CHC website.