

## All Students

Administration Fee	Fee (ex-GST)	Description
Cancellation fee*	\$100	Administrative fee if student cancels within the Refund Period.
Course transfer fee*	\$150	Administrative fee for transferring course of study.
Certificate re-issue	\$50	Request for Certificate or Statement of Attainment re-issue.
Transcript re-issue	\$50	Request for transcript re-issue.
Student documentation request	\$50	Request for documentation with student authority. Includes requests for documentation to support insurance claims, for example compensation due to accident and is recovering course fees from external party or legal or police requested documentation.
Credit Transfer Administration fee* (from a Kirana RTO qualification)	Nil	There is no administrative fee applied to credit transfer for a unit/s completed at Kirana.
Credit Transfer Administration fee* (from another RTO)	\$100	There is a \$100 administrative fee applied to credit transfer for a unit/s completed at another RTO unless this has been organised by Kirana as part of the course eg. First Aid or Forklift.
Re-assessment fee	\$100	Students will be charged an administrative fee for third and subsequent re-assessments. That is, a student is eligible for two free re-assessment after initial submission. This administrative fee does not apply to multiple choice assessments. For work placement reassessments
Additional Work Placement Visit Fee (due to non-attendance or reassessment)	\$200	Students will be charged an administrative fee where they fail to give 14 days notice of an inability to attend a work placement assessment. Students will also be charged an administrative fee for third and subsequent work placement re-assessments.
Dishonour direct debit payment fee	\$10	Administrative fee for each dishonoured direct debit transaction (note this is in addition to any associated fees charged by the payment plan provider).

\* Fee not applicable for Domestic State Funded (ACT, NSW, QLD & WA), VET FEE HELP, VET Student Loans Enabled Courses or to International Students.

## Fee for Service Students

Course Materials	Fee (ex-GST)	Description
Course materials recovery fee	\$100 (textbooks)  \$20 (per study guide)	Where a student withdraws within the census or refund period and fails to return any issued course material within 20 days of withdrawal or cancellation. This fee is applied to cover the cost of the materials. Where materials are returned in non-serviceable condition, this fee may also apply.
Print Surcharges by Course Type (where available)	<p>Additional fee levied in addition to the Course Fee for printed materials. This fee includes postage and handling within Australia. An additional postage and handling surcharge is required for dispatch to an international address.</p> <p>The fee applies to:</p> <ul style="list-style-type: none"> <li>○ all new enrolments and</li> <li>○ current students who apply to transfer from online to print</li> </ul> <p>There is no refund of the print surcharge should a student wish to transfer from print back to online after the dispatch of materials.</p>	
Diploma /Advanced Diploma	\$250	Nationally Recognised Advanced Diploma courses
Certificate I-IV	\$200	Nationally Recognised Certificate courses
Work Placement Uniforms	\$50	This fee is applied to cover the cost of uniforms provided for courses that require work placement.
Re - Dispatch of Materials	Fee(ex-GST)	Description
Additional fee levied for re-printing and/or re-dispatch of printed course materials, textbooks and kit items. If student provides a Statutory Declaration that original materials were not received then Kirana may waive the fee.		
Print charge per study guide	\$20	Fee charged for each study guide re-print requested. A postage and handling fee will also be charged.
Textbooks & Kit items	Various	Unit cost of textbook and/or kit item payable.
Postage & handling fee - Australia	\$20	Postage and handling fee levied for re-dispatch of materials within Australia.
Postage & handling fee - Overseas	\$60	Postage and handling fee levied for re-dispatch of materials to addresses outside of Australia.