



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

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Other Fees (payable where applicable)

Confirmation of Enrolment (CoE) Deferment Fee	A\$ 150.00 per CoE	non-refundable
Confirmation of Enrolment (CoE) Cancellation Fee		non-refundable
Confirmation of Enrolment (CoE) Early Course Completion Fee		non-refundable
Confirmation of Enrolment (CoE) Change of Course Fee		non-refundable
Enrolment Fee	A\$ 200.00	non-refundable
Material Fee	From A\$ 100.00 to A\$ 200.00, depending on the course selection	refundable**
Re-enrolment Fee (returning students whose Confirmation of Enrolments were previously cancelled)	A\$ 200*	non-refundable
Internal Credit Transfer	NIL	not applicable
Credit Transfer	A\$ 50.00 per unit of competency	non-refundable
Recognition of Prior Learning (RPL)	A\$ 100.00 per unit of competency	non-refundable
Refund Administration Fee	The lesser of 5% of the prepaid course fees received in respect of the student visa refusal prior to course commencement, or the amount of A\$ 500.00. In all other cases, A\$ 50.00 per refund application.	non-refundable
Overdue Tuition Fee***	A\$ 200.00	non-refundable
Reissuing of Student ID Card Fee	A\$ 50.00	non-refundable
Replacement of Previously Issued Qualification(s) (per qualification)	A\$ 100.00	non-refundable
Late Submission Fee (assessments submitted up to 5 working days late without prior written authorisation from Magill College Sydney)	A\$ 100.00 per unit of competency	non-refundable
Standard Re-assessment Fee Please note that a standard re-assessment fee of A\$ 300.00 per unit of competency applies to students who fail to submit assessments on time and who are deemed Not Yet Competent (NYC) as a result of a non-submission of assessment tasks (i.e. DNS - Did Not Submit).	From A\$ 100.00 to A\$ 300.00 per unit of competency****	non-refundable
Plagiarism Re-assessment Fee A standard plagiarism re-assessment fee of A\$ 500.00 per unit of competency applies to student's submission or involvement in plagiarised work. In this instance, plagiarised work is defined as using and copying someone's work to complete the assessment or permitting/colluding with others to access their assessment.	A\$ 500.00 per unit of competency*****	non-refundable
Misconduct Fee Includes 'contract cheating' in which a student outsources their work to a third party, whether that is a commercial provider, current or former student, family member or acquaintance, and systematic plagiarism which is the act of repeated plagiarism whether using and copying someone's work to complete the assessment or permitting/colluding with others to access their assessment.	A\$ 500.00 per incident; or A\$ 500.00 per unit of competency*****	non-refundable
Individual Orientation Fee Please note that students who fail to attend the scheduled orientation will have to pay a A\$50 individual orientation fee per person.	A\$ 50.00	non-refundable
Urgent Document Processing Fee (i.e. within 3 working days)	A\$ 50.00	non-refundable
Learner's Records This refers to obtaining copies from the student folder, Student Management System and other records. Please note that Document Request Form must be submitted on all occasions where access is requested.	A\$ 10.00 up to the first 20 pages then additional A\$ 5.00 for every 20 pages	non-refundable
Library deposit per textbook	A\$ 50.00	refundable*****
Repeated Credit Transfer Unit Please note that students will be liable for the full tuition fee for the repeated unit once the Credit Transfer (CT) or Recognition of Prior Learning (RPL) was granted as students will be considered at fault for repeating the unit.	Depending on the course selection	non-refundable

*Please note this only applies to cases where students withdrew from their enrolment or were reported for non-commencement of studies or any other grounds.

** Please refer to the *Student Refund and Cancellation Policy* of Magill College Sydney's Pre-enrolment Information Pack 2023 (Brochure). Prior to a student enrolling, fees may be altered with prior written notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course. Magill College Sydney also reserves the right to change the Course Fees and Other Fees with prior notice.

*** Magill College Sydney requires all students to pay their Term Tuition Fees in **full** during the week prior to the Tuition Fees **Due Date** to confirm the student's class placement. Students may be entitled to use a fee payment plan for Tuition Fee payments of less than one (1) Term, which would be determined and authorised on a case-by-case basis and at the full discretion of Magill College Sydney. Students who are authorised to make a Tuition Fee payment under an authorised payment plan are required to pay Tuition Fees on or before the first day of attendance of each five (5) week study block for which the fees become due. Failure to make the Tuition Fee payment by the Tuition Fee **Due Date** may incur an **Overdue Tuition Fee** charge of A\$200.00 and students may be reported to the Department of Home Affairs (DHA) if non-payment continues.

**** a) A\$ 100.00 per assessment task which is deemed to be "Not Satisfactory" (NS).

b) A\$ 300.00 per unit of competency if the student failed to submit (DNS - Did Not Submit) by the due date specified by the Trainer or Magill College Administration staff.

*****The General Manager and/or Principal has discretion to assess each case on its own merit and make appropriate decision based on all relevant information.

***** If a textbook is returned unreasonably damaged outside what can be deemed to be normal wear and tear (e.g. missing pages, tears, stains, excessive highlighting/writing or water damage), lost or not returned by a specified Due Date, Magill College Sydney reserves the right to retain the full amount of the security deposit to procure a replacement textbook. A textbook is recorded as lost when the student reports that the textbook has been lost or stolen, or if it is more than 20 working days overdue. Appeals regarding the Replacement Fee must be submitted in writing along with documentary evidence (if applicable) to the Administration Manager of Magill College Sydney via email (E: admin@magill.edu.au).