

ADMINISTRATION FEES AND CHARGES SCHEDULE A

Students enrolled in Full Semester Fee-for-Service Courses not funded under Government Contract Training Arrangements

For information relating to Government Contract Training Arrangements refer to Appendix B

- Short Course Fees, Charges and Refunds conditions are publicised separately for each course

Circumstance	MEGT Institute Policy	Circumstance	MEGT Institute Policy
Written notice of withdrawal provided 28 days or more before course commencement/new semester (or new term if on term payment plan) or in the event of a student's visa application being rejected #	Paid tuition fees are refunded, less \$250 administration charges (including when an initial visa is rejected).	Written notice of withdrawal provided less than 28 days before course commencement/ new semester (or new term if on term payment plan) #	Pre-paid unused fees are refunded, less \$250 administration charges and \$1000 withdrawal charge.
Where a student does not commence the course on the start date and subsequently provides notice of withdrawal from the course #	No refund of the \$250 administration charges and the first semester fee. Any additional fees paid by the student (e.g. 2 nd semester fees) will be refunded in full.	Where a student does not return to their course after a semester or term break and subsequently provides notice of withdrawal from the course#	No refund of the \$250 administration charges and semester fee (or term fee if on an approved term payment plan)
Student commences in the course and completes any portion of a semester (or term) including where the student withdraws #	No refund of the \$250 administration charge and current semester fee (or term fee if on an approved term payment plan). Any unused portion for the future semesters or term based pre-paid tuition fees are refunded.	Reinstatement Fee – applicable to students who submit a written withdrawal and who within 21 days apply for and are reinstated into same course	\$250 administration charge for reinstatement. (The Supplementary Assessment fee may also apply if the student has missed set assessments)
The Institute refuses to continue the student in the course because of student misbehaviour, breached visa conditions, failure to pay due fees.#	No refund of the \$250 administration charge and current semester fee (or term fee if on an approved term payment plan). Any unused portion for the future semesters or term based pre-paid tuition fees are refunded.	The Institute cancels the course before its expected end date	The balance of fees paid for that portion of the course not yet delivered will be refunded within 10 working days.
Institute cancels the course prior to course commencement	All monies paid to the provider will be refunded within 10 working days	Document Re-issue where the original document has already been provided to the student	Certificate \$50 Other documents \$50 Receipt Reprint \$20.00
Supplementary Assessment * *	Theory unit re-sit - \$50 Practical unit fee is a subject to the individual assessment requirements	Resource and/or materials fees purchased by the Institute and consumed or transformed by students during the course.	Resource/ materials fees are outlined prior to enrolment and are only refundable if the student cancels the enrolment prior to commencement of training and where the student has not taken possession of the items.
Unit repeat	Depends on each course - a per week charge applies	Change of course	\$100.00
External Appeal Fees	Domestic: External Appeal through ACPET - fees may apply. Overseas students access the Overseas Students Ombudsman free of charge	Any equipment/ property purchased either separately by the student or paid for as part of materials fees becomes the property of the student (eg text books, tools of trade) from the time of purchase.	Amounts paid for items retained by the student are not refundable when the student has received the item.
Course Fee Surcharge	An additional 5% surcharge is applied where course fee is paid by term-based instalment	Credit Transfer RPL assessment	No charge Fee on application
Compulsory Health Insurance (Student Visa holders only)	Refer to OSHC provider price list and refund policy	Photocopying Replacement Student ID	10 cents per page \$10.00

Overseas student refunds are calculated on the basis of the amount received from an education agent. The education agent is liable to refund their commission portion to the student accordingly.

** Refer to Assessment, Grades and Re-sit Policy and Procedure for examples where this fee applies (Fees and charges may be subject to change)