

STUDENT FEE & CHARGES



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Enrolment/Application fee* (not refundable)	AUD \$200.00	Re-enrolment fee	AUD \$200.00
Confirmation of Enrolment fee (COE)	AUD \$50.00	Duplicate Document / Re-issue fee	AUD \$50.00
Deferment/Suspension fee	AUD \$250.00	Re-assessment fee (per subject/unit)	AUD \$200.00
Change of Course fee (Course variation fee)	AUD \$200.00	RPL Application fee	AUD \$200.00
Material Fee (per term)	AUD \$50.00	Priority Processing fee	AUD \$50.00
Airport Pick Up	AUD \$150.00(one way)	Late payment fee	AUD \$120.00
Home stay Placement fee from	AUD \$200.00	Student Card & Lanyard (new student)	AUD \$5.00
	AUD \$250.00 (full board) AUD \$180.00 (Share room)	Student Card / Lanyard Replacement	AUD \$10.00
Overseas Student Health Cover (OHSC), 2016 (Single cover premium, subject to change upon the Medibank Private price guide)	AUD \$255.00 (6 months)	Photocopy Service	AUD \$0.10 (B/W)
	AUD \$510.00 (12 months) AUD \$1020.00 (24 months)		AUD \$1.00 (color)

* Non-refundable Application fee; please note; Berkeley Business Institute reserves the right to change conditions and prices at anytime without notice. If you require Home stay and airport pick up service, you must give us at least 3 weeks advance notice. In addition you must also pay in advance, airport pick up fee, placement fee, and the first 4 weeks rent.

CANCELLATION AND FEES REFUND POLICY

The request for refund must be made in writing to Berkeley Business Institute by using the Refund Application Form.

No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party.

Where a refund is approved, Berkeley Business Institute will make payment of refunds within 28 days of receipt of Refund Application Form.

Withdrawal request must be made in writing to our administration office by using the Deferment, Suspension or Cancellation of Enrolment Application Form.

Enrolment fee	No refund
Visa refused prior to course commencement	Full refund less administration fee of \$200
Withdrawal at least 28 days (prior to agreed start date)	70 % refund less administration fee of \$200
Withdrawal at less than 28 days (prior to agreed start date)	50 % refund less administration fee of \$200
Withdrawal after or on the commencement date	No refund
Visa cancelled due to actions of the student	No refund
Visa extension is refused	Refund of unused tuition fees
Withdrawal from study - current students	No refund of unused tuition fees (of the following term/s)*
Compulsory health Insurance (Student visa holders only)	Refer to OSHC provider
Accommodation booking fee	No refund
Airport pick-up	Full refund if service cancelled prior to flight arrival

*Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s. For deferment, No refund will be applicable unless visa has not been granted. No refund will be given after an approved deferment or suspension.

PAYMENT METHOD AND DUE DATES

All tuition fees and student fees are paid per semester. View the payment due dates by logging into your student portal.

Students who do not pay all fees owing by the due date may have their enrolment cancelled. Failure to pay the overdue amount by the due date is subject to \$120.00 late payment penalty fees.

All prices are quoted in Australian Dollars (\$AUD). Course availability is subject to minimum numbers. Information is correct at the time of printing. Berkeley Business Institute reserves the right to change course structure, content or fee scales any time without notice.

Tuition fees can be paid by

Bank Draft / Bank Cheque /
EFTPOS / Credit card (2% fee applies) /
Direct deposit

Fees can be forwarded to the following

Bank: Commonwealth Bank
BSB: 062 993
Bank SWIFT Code: CTBAAU2S

Account Name: Berkeley Business Institute
Account Number: 1004 1800
Reference: Your name & Student Number

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