



### **Incidental Fees & Charges Effective from the 1<sup>st</sup> of July 2016**

The Australian Academy of Management and Science (AAMS) charges a range of fees for programs and courses. For policies regarding fees, see your 'Fees, Refund and Conditions' section in your Student Agreement (on your Letter of Offer). Below is a list of additional cost that may apply. Students may not be permitted to continue participating in either theory or practical classes in the event that fees are outstanding beyond 10 working days.

1. Students failing a theory assessment will be permitted to re-sit that exam once without consequence.
2. Students missing scheduled classes will be required to pay per assessment in order to have the assessment rescheduled during term breaks or a scheduled day or evening to fulfil training and assessment requirements.
3. This document only applies to additional fees that you may be charged it must be read in conjunction with the Student Letter of Offer and the International Student Handbook

#### **REASSESSMENT**

Theory \$50.00 per assessment

Practical \$100.00 per unit

#### **MISSED ASSESSMENT or DUE DATE**

Theory \$100.00 per assessment

Practical \$200.00 per unit

#### **REPEAT THE ENTIRE UNIT**

Theory \$200.00

Practical \$300.00

#### **TO BE REPLACED OR REPEAT WORK EXPERIENCE**

If a student is required to be replaced or repeat any work placement, a fee of \$500 will be charged, which is quantified through administrative costs and site visit costs by qualified trainer/assessors.

#### **ID CARD/ PRINTING / COPYING CHARGES**

Card replacement \$10.00

Credit on student card \$5.00 minimum

Printing or Copy Black and White (per page): \$0.10

Printing or Copy Colour (per page): \$0.20

#### **CHANGE OF CLASS**

Change of classes after the first week: \$50.00

#### **RE-ISSUE OF DOCUMENTATION**

Attendance Letter: \$10.00

Interim Academic Records: \$20.00

Replacement Diploma /Certificate / Statement of Attainment \$50 if within 5years

Replacement Diploma /Certificate / Statement of Attainment \$250 if 5 to 15 years

Replacement Diploma /Certificate / Statement of Attainment \$500 if 15 to 30 years

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#### **ALTER CoE:**

After the Conformation of Enrolment (CoE) has been created for an international student and any of the details on the CoE needs to be altered, a fee of \$80 is payable and a new CoE issued because of an error or change in the enrolment information submitted to AAMS in relation to the student.

#### **EXTENDING CURRENT CoE**

If a CoE is to be extended past the original end date a cost of \$1000 per month will apply. If this is a result of the CoE being extended without medical or extenuating circumstances, fees for the relevant period will apply.

#### **LIBRARY FEES**

Overdue library resource fee: \$1.00 per item per day up to replacement cost

Lost item replacement cost - \$125.00

Borrowers with unpaid fines totaling \$20.00 or more will be blocked from borrowing

#### **LATE PAYMENT OF FEES & SURCHARGE**

- A flat \$100.00 fine for late payment (14 days past due date); and
- 10% of the balance outstanding calculated on a monthly basis as per Terms & Conditions.

#### **COURSE MATERIALS**

AAMS course fees do not include the items below:

First Aid Training Fee: \$150 approx.

Responsible Service of Alcohol course \$110 approx.

Trade specific equipment such as Cookery Uniform, Tool Kit \$400 (approximately)

Shoes which may cost \$80.00 (approximately)

Learning Resources for Hospitality / Community Service courses which cost \$200.00 approx. per course;

#### **Available on site:**

Chefs Jacket \$30

Apron \$10

Skull cap (kitchen) \$10.00

Hire a Chef uniform, \$5 per day

Hair net \$1.00

#### **RPL**

RPL fee (if applicable): \$100 per unit assessed.

\*Appeals against fines may be heard by the Chief Executive Officer on an individual basis.

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