

Appendix 8 – Administrative fees

2023 Approved Schedule of Fees and Charges

Fee code	College / Portfolio	Fee type	2023 fee description	2023 fee incl GST
ADM5	Academic Registrar's Group	Service	Replacement certificates, parchments or testamurs	\$170.00
ADM42	Academic Registrar's Group	Fine	Non Return of Academic Gown Melbourne	\$200.00
ADM43	Academic Registrar's Group	Fine	Late Enrolment Fee - STEM. More information at rmit.edu.au/students/student-essentials/enrolment/late-enrolment	\$220.00
ADM44	Academic Registrar's Group	Fine	Late Enrolment Fee - DSC. More information at rmit.edu.au/students/student-essentials/enrolment/late-enrolment	\$220.00
ADM46	Academic Registrar's Group	Fine	Late Enrolment Fee - Business. More information at rmit.edu.au/students/student-essentials/enrolment/late-enrolment	\$220.00
ADM81	Academic Registrar's Group	Service	OUA - Degree Registration - Business	\$120.00
ADM82	Academic Registrar's Group	Service	OUA - Degree Registration - STEM	\$120.00
ADM83	Academic Registrar's Group	Service	OUA - Degree Registration - DSC	\$120.00
ADM84	Academic Registrar's Group	Service	OUA - Credit Transfer Fee - Business	\$60.00
ADM85	Academic Registrar's Group	Service	OUA - Credit Transfer Fee - STEM	\$60.00
ADM86	Academic Registrar's Group	Service	OUA - Credit Transfer Fee - DSC	\$60.00
ADM129	Academic Registrar's Group	Fine	Following a finding of misconduct under the Student Conduct Regulations, a Senior Officer may require a student to pay the cost of any damage to RMIT property (including the cost of repair or replacement, goods and services) up to a maximum of \$AUD200 in total. Property damage in excess of this amount is referred to the Student Conduct Board.	\$200.00
ADM135	Academic Registrar's Group	Fine	Following a finding of misconduct under the Student Conduct Regulations, the Student Conduct Board may impose a financial penalty or fine upon a student. A financial penalty may include costs associated with the repair or replacement of damaged RMIT property to an unlimited amount (inclusive of goods and services). A fine may be imposed of up to a maximum of \$AUD500 which may be in addition to any other financial penalty imposed by the Student Conduct Board. A financial penalty may also include forfeiture of fees associated with undertaking a course or program.	Variable, maximum of \$AUD500
ADM137	Academic Registrar's Group	Service	Fee for a letter requested by student. Students are provided various free documentation to confirm their enrolment, student record or award status. This fee acts as financial disincentive to ensure only genuine requests are made where existing information or documentation already provided is not sufficient.	\$30.00
ADM140	Academic Registrar's Group	Service	This fee will apply to students who seek permission to have their program reinstated after it has been lapsed/discontinued & where the late enrolment process does not apply. More information at rmit.edu.au/students/student-essentials/enrolment	\$275.00
ADM141	DSC	Travel	Late withdrawal from an international study tour. This fee will be charged to students who withdraw from a Global, Urban and Social Studies (GUSS) international study tour after receiving formal acceptance, more than 30 days from the departure date. The fee applies to any 2022 GUSS study tour.	\$400.00
ADM142	Academic Registrar's Group	Service	OUA Degree Registration - DSC. Combined fee for assessment of credit and registration to complete the RMIT degree through OUA.	\$180.00
ADM143	Academic Registrar's Group	Service	OUA Degree Registration - STEM. Combined fee for assessment of credit and registration to complete the RMIT degree through OUA.	\$180.00
ADM144	Academic Registrar's Group	Service	OUA Degree Registration - BUS. Combined fee for assessment of credit and registration to complete the RMIT degree through OUA.	\$180.00
ADM145	Academic Registrar's Group	Service	Fee for a customised letter requested by student. Students are provided various free documentation to confirm their enrolment, student record or award status. Where an existing standard letter is insufficient for students they are able to request a custom letter for a fee. Increasingly students are requesting greater customisation of information and this fee reflects the additional complexity and time taken to complete such requests to match the requirements. Custom letters include Academic Performance requests, as well as a range of other custom requests. This charge includes the cost of generating on security paper in hard copy and posted to the student if this is the student's preference. The fee acts as a financial disincentive to ensure only genuine requests are made where existing information or documentation already provided is not sufficient.	\$50.00
ADM184	SEH	Fine	Penalty for late or non return of a School issued Optically Stimulated Luminescence (OSL) radiation monitoring badge (School of Health & Biomedical Sciences).	\$100.00

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ADM188	College of VE	Service	A Diploma of Nursing administration fee of \$600 will be charged to students to contribute to the cost of placement fees that have been secured for students but where the following has occurred: · A student fails to meet the pre-clinical compliance deadline and fails to communicate with the College WIL team. · A student fails to attend an allocated placement without prior notification of their non-attendance to the College's Clinical Placement Coordinator. Notification needs to be received a minimum of six (6) weeks prior to the beginning of the placement block. · A student refuses a placement allocation. · A student fails to attend an allocated placement due to illness. The student must submit a medical certificate to the Clinical Placement Coordinator dated the same date of absence by way of evidence of illness, AND must complete an application for special consideration within five (5) working days of the absence. If this is not actioned, a fine will be applied. · A student fails to attend an allocated placement due to significant personal hardship. If a student experiences significant personal hardship (eg. Car accident, compassionate or caring commitments, death in the family etc), the student must complete a Statutory Declaration explaining the circumstances and submit this to the Clinical Placement Coordinator within five (5) days of the absence. If this is not actioned, a fine will be applied. · A student fails to complete facility specific documentation or pre-placement requirements (eg. Online modules, fit mask testing etc). In the event that the student fails to complete facility specific pre placement requirements, the student will not be accepted to clinical placement by the facility and a fine will be applied. Each case will be considered on its merits, and, outcomes will be determined on a case by case basis	\$600.00
ADM190	SEH	Service	Bachelor of Nursing administration fee: will be charged to students to cover the cost of placement fees that have been secured for students but where the following has occurred: - A student fails to attend an allocated placement without advanced prior notification of their non-attendance to the School's WIL Team - A student fails to meet the pre-clinical compliance deadline and fails to withdraw themselves from the associated WIL Placement Course by the pre-clinical compliance deadline - A student attempts a placement course (Unit of Study) however is removed from the placement by the placement provider and/or failed the placement and then the student subsequently withdraws themselves from that course prior to Census date. All Bachelor of Nursing students are provided with one opportunity to successfully complete each of their five clinical placements to attain the required minimum 800 hours placement at no extra cost. Students will not be allocated a placement if they have not met all of the required pre-clinical compliance requirements by the relevant deadlines, or if they have not met any theoretical pre-requisite courses for the relevant placement course.	\$870.00
ADM192	Academic Registrar's Group	Service	Hard copy letter, statement or third party form. Fee for a standard letter requested by student, third party form or a request to reissue a document already provided to a student (in hard copy). Students are automatically provided various free documentation to confirm their enrolment, student record or award status. This fee acts as financial disincentive to ensure only genuine requests are made where existing information or documentation already provided is not sufficient.	\$40.00
AF1	Library	Fine	Fine - replacement charge for lost materials	Variable
QP2	Education	Service	Replacement of current student ID card (Student Connect).	\$15.00
QP25	Academic Registrar's Group	Service	Graduation Ceremony - Melbourne for students who graduate at the ceremony and receive their certificate at the ceremony	\$250.00
QP27	Academic Registrar's Group	Service	Graduation Ceremony - Melbourne Doctoral Degrees Graduation Ceremony for students who graduate at the ceremony and receive their certificate at the ceremony	\$250.00
QP28	Academic Registrar's Group	Service	Graduation ceremony - Singapore for students who graduate at the ceremony and receive their certificate at the ceremony	\$250.00
QP29	Academic Registrar's Group	Service	Graduation ceremony - Hong Kong - for students who graduate at the ceremony and receive their certificate at the ceremony	\$250.00
QP33	Academic Registrar's Group	Service	Academic Statement (Transcript, SAC, AHEGS, VE Qual/SOA) - obtain on campus in person	\$70.00
QP34	Academic Registrar's Group	Service	Academic Statement (Transcript, SAC, AHEGS, VE Qual/SOA) - regular postage within Australia	\$5.00
QP35	Academic Registrar's Group	Service	Academic Statement (Transcript, SAC, AHEGS, VE Qual/SOA) - express post within Australia	\$15.00
QP36	Academic Registrar's Group	Service	Academic Statement (Transcript, SAC, AHEGS, VE Qual/SOA) - international post outside Australia	\$40.00
QP40	Academic Registrar's Group	Service	Academic Statements - complete set of digital statements	\$35.00
QP41	Academic Registrar's Group	Service	Academic Statement - transcript - hard copy	\$50.00

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QP42	Academic Registrar's Group	Service	Academic Statement - AHEGS - hard copy	\$50.00
QP43	Academic Registrar's Group	Service	Academic Statement - VE Qual - hard copy	\$40.00
QP44	Academic Registrar's Group	Service	Academic Statement - SOA - hard copy	\$40.00
QP45	Academic Registrar's Group	Service	Academic Statement - SAC - hard copy	\$50.00
QP46	Global Marketing and Student Recruitment	Fine	Financial disincentive to withdraw late. Fee charged is determined by transfer or withdrawal date as per refund policy. rmit.edu.au/study-with-us/international-students/apply-to-rmit-international-students/fees-and-scholarships/refunds	Deposit less 10%, deposit less 50% or entire deposit amount, depending on date of submission of application for refund. Note: See QP60-QP63 for Foundation Studies withdrawal fees.
QP50	Academic Registrar's Group	Service	Graduation ceremony - Kaplan - for students who graduate at the ceremony and receive their certificate at the ceremony	\$250.00
QP51	Academic Registrar's Group	Service	Melbourne Graduation - Late Attendance Fee.	\$100.00
QP53	Academic Registrar's Group	Service	Hard copy testamur fee	\$55.00
QP60	RMIT Training	Fine	Fee charged to commencing Foundation Studies (Communication and Social Context, and Business streams) students who withdraw. Fee charged is determined by transfer or withdrawal date as per the refund rules described in section 11.8 of the Schedule of Fees and Charges	Deposit less 10%, deposit less 50% or entire deposit amount, depending on date of submission of application for refund.
QP61	RMIT Training	Fine	Fee charged to commencing Foundation Studies (Art, Design and Architecture) students who withdraw. Fee charged is determined by transfer or withdrawal date as per the refund rules described in section 11.8 of the Schedule of Fees and Charges	Deposit less 10%, deposit less 50% or entire deposit amount, depending on date of submission of application for refund.
QP62	RMIT Training	Fine	Fee charged to commencing Foundation Studies (Engineering and Science, Health, and Information Technology) students who withdraw. Fee charged is determined by transfer or withdrawal date as per the refund rules described in section 11.8 of the Schedule of Fees and Charges	Deposit less 10%, deposit less 50% or entire deposit amount, depending on date of submission of application for refund.
QP64	Academic Registrar's Group	Service	Award verifications - to third party organisations/providers who request confirmation that a student has graduated in their program.	\$35.00
QP65	Academic Registrar's Group	Service	Graduation Ceremony - Melbourne/Doctoral Degrees/Offshore graduation ceremonies - for 'conferred' students that attend the graduation ceremony. These students have graduated and paid for their hard copy testamur if requested.	\$195.00
QP66	Academic Registrar's Group	Service	Hard copy testamur re-post charge for a testamur that has been returned multiple times 'unclaimed'.	\$15.00
QP67	Academic Registrar's Group	Service	Academic Statement - Archive transcript - hard copy	\$55.00
QP68	Academic Registrar's Group	Service	Digital Statement of Academic Completion	\$15.00