

Additional Charges Form

STUDENT DETAILS

Student Name:		Student ID:
Phone:		Email Address:
Current Course of Study:		

CHANGING TIMETABLE

<input type="checkbox"/>	No Fee*	If Requesting change before commencement of term
<input type="checkbox"/>	\$250	Enrolled into a timetable, term has commenced. Fees apply as of week one of current term.

***Timetable change request will be subject to availability.**

LATE ENROLMENT

<input type="checkbox"/>	\$250	Failed to enrol on time. Timetable will be given on availability.
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REASSESSMENTS/INTERVENTION

<input type="checkbox"/>	\$150	Re-assessment (absence on day of assessment with no medical certificate) <i>If the student's first attempt of assessment was unsuccessful; the student will need a second attempt during Re-assessment week with no additional charge.</i>
<input type="checkbox"/>	\$250	Intervention Stage 1 Refer to the Student Handbook on the CSF Website for policies and Procedures
<input type="checkbox"/>	\$400	Intervention Stage 2 Refer to the Student Handbook on the CSF Website for policies and Procedures

REPLACEMENT OF STUDENT ID CARD

<input type="checkbox"/>	\$15	Loss of student ID card
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CHANGE OF COURSE

<input type="checkbox"/>	\$20	Change of course enrolment can be submitted at any time. It will be processed at the end of current term.
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Declaration

I understand that I have outstanding charges owing due to the above ticked reasons and have been explained as to why these charges apply to myself, _____ (Student Name).

Student Signature: _____ Date: _____