

Additional Charges Form

STUDENT DETAILS

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

CHANGING TIMETABLE

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.
--------------------------	-------	---

REASSESSMENTS

<input type="checkbox"/>	\$150	Re-assessment
<input type="checkbox"/>	\$250	Re-assessment Stage 1
<input type="checkbox"/>	\$400	Re-assessment Stage 2

REPLACEMENT OF STUDENT CARD

<input type="checkbox"/>	\$15	Student ID card	<input type="checkbox"/>	\$5	Printing Card
--------------------------	------	-----------------	--------------------------	-----	---------------

LATE PYAMENT FEES

<input type="checkbox"/>	\$100	2 weeks after the due date
<input type="checkbox"/>	\$150	3 weeks after the due date
<input type="checkbox"/>	\$200	4 weeks after the due date

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).

I have read the policies and procedures in the Student handbook.

Student Signature: _____ Date: _____