

2024 Student Administrative fees

Fee code	College / Portfolio	Fee type	2024 fee description	2024 fee incl GST
ADM12	Global Marketing and Student Recruitment	Fine	Tullamarine Airport Pick up. Penalty fee only utilised if student books service and does not utilise it. This fee will not be applied where a student can provide evidence that they were unable to use the free airport transfer they booked due to circumstances outside of their control (e.g. delayed flight or airport transfer vehicle did not arrive at the correct time/location)	\$100.00
ADM14	Global Marketing and Student Recruitment	Service	Application fee for prospective International students. This fee will not be applied where a student can provide evidence that they were unable to use the free airport transfer they booked due to circumstances outside of their control (e.g. delayed flight or airport transfer vehicle did not arrive at the correct time/location)	\$100.00
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
ADM184	STEM	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
AF1	Library	Fine	Fee for replacement of lost or damaged materials	Variable
QP2	Education	Service	Replacement of current student ID card (Student Connect).	\$15.00
ADM14	Global Marketing and Student Recruitment	Service	Application fee for prospective International students.	\$100.00
QP46	Global Marketing and Student Recruitment	Fine	Admin fee on withdrawal – international students. Financial disincentive to withdraw late. Fee charged is determined by transfer or withdrawal date as per refund policy. See refund rules section 11.8.	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.
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
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

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ADM137	Academic Registrar's Group	Service	<p>Fee for a digital letter, statement or third party form requested by a student. Students are provided a variety of documentation without charge to confirm essential details of their enrolment, student record, financial record or award status. This fee is charged to reissue a document or statement the student may have been previously provided, to prepare a standard letter or to populate a third-party form.</p> <p>This fee is intended as a disincentive to ensure requests are made only in circumstances where students require additional information or have not retained documents and information and wish to have this reissued.</p>	\$30.00
ADM141	DSC	Travel	<p>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.</p>	\$400.00
ADM145	Academic Registrar's Group	Service	<p>Fee for a customised letter requested by student. Students are provided a variety of documentation without charge to confirm essential details of their enrolment, student record, financial record or award status.</p> <p>This fee is charged to to prepare a complex letter request requiring interpretation and referencing a variety of sources outside the student's record. The higher cost of this letter reflects the additional complexity and time taken to compile and synthesise a variety of information to meet the request. If the student requires a hard copy letter, this charge includes the cost of printing on security paper and posting to the student.</p> <p>This fee is intended as a disincentive to ensure requests are made only in circumstances where students require additional information or have not retained documents and information and wish to have this reissued.</p>	\$50.00

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ADM188	College of VE	Service	<p>Every Diploma of Nursing student is provided with one opportunity to successfully complete each of their 5 clinical placements to attain the required minimum at no additional cost.</p> <p>This fee may be charged to Diploma of Nursing students as a disincentive for non-attendance or non-completion of an allocated placement. This fee is not to recoup the cost of associated placement administrative fees which are significantly higher.</p> <p>This fee may only be applied where the student fails to provide sufficient notice of non-attendance, or evidence of extenuating circumstances, as below:</p> <ul style="list-style-type: none"> · A student fails to meet the pre-clinical compliance deadline and fails to communicate with the College WIL team. · A student refuses a placement allocation. · A student fails to complete the placement host's facility-specific documentation or pre-placement requirements (eg. Online modules, fit mask testing etc) for acceptance to clinical placement by the facility. · A student fails to attend an allocated placement block 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 (except in the case of illness or significant personal hardship - in line with special consideration guidelines and requirements). · A student fails to attend an allocated placement due to illness such that the placement is terminated or cannot be completed. The student must notify the Clinical Placement Coordinator of non-attendance due to illness so the fine is not applied. · A student fails to attend an allocated placement due to significant personal hardship (eg. Car accident, compassionate or caring commitments, death in the family, etc). The student must notify the Clinical Placement Coordinator within five (5) days of the absence that they are experiencing extenuating circumstances so the fine is not applied. <p>Each case will be considered on its merits, and application of the fee will be determined on a case-by-case basis, based on the above criteria.</p> <p>Students should apply for Special Consideration where non-commencement or completion of a placement is a result of personal hardship or illness to facilitate further placements.</p>	\$400.00

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ADM192	Academic Registrar's Group	Service	Fee for a hard copy letter, statement or third party form requested by a student. Students are provided a variety of documentation without charge to confirm essential details of their enrolment, student record, financial record or award status. This fee is to be charged to reissue a document or statement the student may have been previously provided, to prepare a standard letter or to populate a third-party form. If the student requires a hard copy letter, this charge includes the cost of printing on security paper and posting to the student.	\$40.00
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
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
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.

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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