



Decode College

success through endeavour

Schedule of Fees: Offshore International Students

Qualifications

- BSB51918 Diploma of Leadership and Management (099200G)
- BSB61015 Advanced Diploma of Leadership and Management (099193A)
- FNS50217 Diploma of Accounting (099199F)
- FNS60217 Advanced Diploma of Accounting (099228F)

Course Fees

Fee	Currency	Amount
Enrolment Fee (non refundable)	AUD - \$	\$200
Materials Fee (non refundable)	AUD - \$	\$300 (\$75 per term)
Tuition Fee	AUD - \$	\$10,000
Total Fee	AUD - \$	\$10,500

Payment Schedule

Payment #	Amount	Due
1	\$200	Upon acceptance of Letter of Offer
2	\$5,000 (min)	Prior to issuance of Confirmation of Enrolment
2	\$2,500 (min)	At least 2 weeks prior to commencement of second term of study
3	\$2,500 (min)	At least 2 weeks prior to commencement of third term of study
4	\$300	At least 2 weeks prior to commencement of fourth term of study
Total	\$10,500	<i>Students must pay at least \$5,000 in course fees prior to issuance of Confirmation of Enrolment but may pay more up to the full amount if they wish.</i>

Additional Costs

Item	Cost
Credit Transfer (per unit)	\$200
Re-Assessment <i>All Course fees include up to three (3) attempts at assessment per unit. Where an additional assessment is required in order to achieve competency, this additional re-assessment fee will be charged per additional assessment.</i>	\$200

Re-Issuing of Testamur and Statement of Results <i>All course fees include the cost for the issuing of one copy of the course certificate and record of results. This fee applies to each additional copy of a certificate and/or record of results.</i>	\$180
Recognition of prior learning <i>Application fee and charge per unit of competency assessed through RPL.</i>	\$500 application fee plus \$375 for each Unit of Competency
Penalties for late payment of tuition fees <i>A late payment find will be charged if the student fails to pay these fees by the due date.</i>	\$100 per week or part thereof
Re-issuing of hard copy material (where relevant) <i>Re-issuing of eLearning/Reference Textbook/Workbook (per book)</i>	\$75 (inc GST)
Intervention Regarding Unsatisfactory Attendance <i>Where we are required to arrange special meeting with you to address unsatisfactory attendance issues</i>	\$220 per meeting
Special Review Sessions to Address Unsatisfactory Progress <i>Where additional training sessions are arranged to address unsatisfactory progress.</i>	\$220 per day or part thereof

Guidelines

1. Prior to course commencement students are required to pay in advance an enrollment fee and at least 50% of the tuition fee. However, students can, if they wish, pay the tuition fee and other fees in full.
2. If a student repeats a subject and it falls into another semester after the course completion date the student will be charged part of the tuition fees for that term.
3. If a student has outstanding fees at the end of the term of completion of their course the students results, and qualifications will be withheld until all fees have been paid in full.
4. Student are liable for all banking, money transfer and currency exchange charges.

Refunds

1. Refund requests should be made in writing (including filling out the refund application form) to the CEO with documented evidence of the reason for withdrawal. Eligible refunds will be refunded within 28 days of receipt of the refund form.
2. The \$200 enrolment fees and the \$300 materials fee are not refundable.
3. All refunds will include a statement explaining how the refund amount was calculated.
4. Refunds will only be given to the person who paid the tuition fees unless the student requests in writing that the fees be refunded to another party.
5. Student are liable for all banking, money transfer and currency exchange charges.

Outline of Refunds

Enrolment Fee	Non-Refundable
Withdrawal or cancellation of course by Decode College	Full Refund
Withdrawal by student at least 2 weeks prior to start date	Full Refund
Withdrawal by Student less than 2 weeks prior to start date	Non-Refundable
Visa refused prior to course commencement	Full Refund – Must be lodged within 3 months of the date of Visa Refusal Letter
Visa breaches attributed to by the actions of the student	Non-Refundable
Cancellation after course date	<p>No refund on Enrolment Fee and/or; any subjects already completed.</p> <p>We may, but are not obligated to, refund fees paid in advance if cancellation does not arise from fault on the part of the student.</p>

Payment Methods

Payments can be made by the following payment methods:

1. Direct Deposit in the following bank account. Please allow up to 5 business days for funds to clear.
 - Bank - St George Bank
 - BSB – 112 879
 - Account Number – 452 147 425
 - Account Name – Sydney Centre for Finance Studies Pty Ltd
 - Swift Code – SGBLAU2S
2. EzyPay Direct Debit Payment System. EzyPay fees and charges apply.

Sydney Centre for Finance Studies Pty Ltd trading as Decode College RTO 45455 and CRICOS 03736B | (a) Suite 1A, 34 Macmahon Street, Hurstville NSW 2220 | (w) www.decode.nsw.edu.au | (e) info@decode.nsw.edu.au | (t) +61 2 9580 4634