



Schedule of Administrative Fees 2018 - 2019

Cancellation Fee - £300

Administrative fee if student cancels within the Refund Period.

Course Transfer Fee - £250

Administrative fee for transferring course of study.

Course Extension Fee – Certificate Courses £200 Diploma Courses £300

Course extension fee for a period of 12 months.

Course Restart Fee – Certificate Courses £250 Diploma Courses £395

Fee to restart a course after it has expired. This fee is applicable if the expiry date is over 30 days old.

Course Deferment Fee - £150

Defer your course for 6 or 12 months

Certificate Reissue Fee - £25

Request for Certificate or Statement of Attainment re-issue

Recognition of Prior Learning - £70

Non-refundable assessment fee for Recognition of Prior Learning (RPL). Note: Students will receive a tuition credit (discount) of 25% for each competency recognised.

These fees are subject to change without notice