

These Incidental fees are subject to annual review and alteration. All prices are in Australian Dollars and inclusive of GST where GST is applicable.

INCIDENTAL FEES – all students	
Early Withdrawal Penalty – written notice of withdrawal or deferral received 28 days or more before course commencement (applies to new domestic students only)	\$1,086.80
Late Withdrawal Penalty – written notice of withdrawal or deferral received within 28 days of semester commencement and on or before the census date (domestic students only)	\$2,173.00
Withdrawal Fee O/S – written notice of withdrawal or deferral received 28 days or more before course/semester commencement or refusal of student visa by DIAC (overseas students only)	\$3,000.00
Electronic transactions surcharge (EFTPOS, Visa and MasterCard)	2%
Time payment surcharge (per semester)	\$400.00
Application for Recognition of Prior Learning (RPL)*	\$100.00 per unit
Late Enrolment fee	\$200.00
Late fee payment penalty (tuition fees)	\$20.00 per day
Dishonoured payment	\$50.00
Reissue of Whitehouse cheque	\$30.00
Reissue of Testamur**	\$50.00
Issue of Academic Transcript**	\$20.00
Locker Hire (Sydney Campus only)	\$50.00
Locker Key reissue	\$20.00
Reissue Whitehouse Student ID card	\$30.00
Overdue Library Book fee: \$1 per day up to first 7 days, \$10 per day thereafter	\$1.00/\$10.00 per day
Lost Book Fee: minimum \$50 or cost of replacement (whichever is higher)	\$50.00 minimum
Readers***	\$10.00 – \$20.00
Graduation ceremony	\$130.00 - \$165.00

- *Application for RPL - \$100 per unit of study applied for and applies to students not yet enrolled at time of application. The amount paid will be applied to the student account at time of enrolment. Fee is waived for existing Whitehouse students
- **Requests for issue (i.e. prior to completion of studies) or re-issue of academic transcripts or recognition of qualification documents must be made in writing (see Request Issue of Transcript form) with payment/credit card authority and include current mailing and contact details, and in advance. Turnaround time to process will depend on year of study. Current or the previous year of study allow 5 - 10 days to process. Allow 10 – 20 days for students who completed studies 2 or more years prior, depending on archive retrieval. If student requires documents to be mailed (other than standard surface mail), the appropriate postal/courier charges will apply.
- ***Readers are available each semester/academic year for students to purchase on a voluntary basis. They are available to be downloaded from the Student Zone without charge and printed by the student at their own cost.

Private tuition may be available upon request, however is at the personal request of the student and is not considered an incidental fee as it is not included in the academic program. However, it has been included for your information. \$85.00 per hour (inclusive GST).