ADMINISTRATION AND ADDITIONAL FEE SCHEDULE

Fee	Price	Qty
Class reschedule administration per class/clinic (organised before the class date)	$50	
Additional class requirement (missed class or unsuccessful)	$200	
Repeat on-campus attendance per class (additional learning class)	$300	
Re-sit a Massage Practice Class (due to unsuccessful first attempt)	$200	
Repeat theory unit of study (failed or incomplete)	$150	
Repeat unit of study administration fee	$50	
Independent supervision of an examination (per hour)	$60 per hour	
Course deferral (up to 6 months)	$500	
Course extension (up to 6 months)	$500	
Student details update lapsed (not updated within 14 days of a change)	$50	
Confirmation of enrolment letter	$15	
Progress statement report	$30	
Confirmation of course completion letter	$15	
Re-issue/additional Record of Results request	$50	
Re-issue qualification certificate (copy of original) * plus postage and handling	$50	
Domestic student refund administration (see note below)	$200	
Tablet replacement (unless faulty) * plus postage and handling	$350	
Replacement Class Practical Manual * plus postage and handling	$30	
Fees total	$	
Postage amount (see Postage and Handling on page 2)	$	
Total payable	$	

* Plus postage and handling, as set out on page 2.

Note: The domestic student refund administration fee does not apply to students enrolled in the HLT52021 Diploma of Remedial Massage who withdraw on or before the census day for the course or part of the course (see the *Student Withdrawal Policy and Procedure* at www.evolvecollege.com/policies).

These fees apply to students in all Evolve College courses, where the item is relevant to the course. There is no fee for Recognition of Prior Learning (RPL) or national recognition. These fees do not apply to students whose training is subsidised under the Jobs and Skills WA program – see *Fees for Jobs and Skills WA Subsidised Students*.

Fees may change from time to time. The current schedule is always available at www.evolvecollege.com/policies.

ADMINISTRATION AND ADDITIONAL FEE SCHEDULE – PAYMENT FORM

Student details

Name

Student number

Postal address

City/suburb

State / Postcode

Contact phone number

Payment

Attached is my payment of $ _____

☐ Cheque or money order – payable to "Evolve College"

☐ Credit card (Visa or Mastercard) – please contact us on 1300 880 885, 9am–5pm AEST/AEDT, Monday to Friday, to make a payment by credit card

☐ Direct deposit – Westpac Bank, Account name: Evolve College, BSB: 032-539, Account: 468316
(Please use your FULL NAME and Student ID as the reference on all EFT payments.)

Postage and handling

Order value	
$0 – $50	$10.00
$50.01 – $100	$15.00
$100.01 – $250	$20.00
$250.01 – $500	$25.00
$500.01 – $1,000	$40.00
Over $1,000	$55.00
Express (charged by parcel weight)	
Express 500g	$15.00
Express 0–3kg	$20.00
Express 3kg	$30.00
Express over 3kg	Evolve to quote

OFFICE USE ONLY

Date received: _____

Date processed: _____

Receipt number: _____

Student number: _____

Amount paid: _____

Payment method: ☐ Cheque ☐ Credit card ☐ EFT