



MECHANICAL INSTITUTE OF  
TRAINING AND TECHNOLOGY

## MITT ADMINISTRATIVE FEES

| <b>Admin Fees</b>  | <b>Fees (AUD)</b> |
|--|-------------------|
| Administration fee / Enrolment fee   | \$250.00          |
| Re-enrolment fee   | \$500.00          |
| Replacement/Renewal Student Card   | \$30.00           |
| Re Issue COE (examples may include but not limited to Deferment, Suspension, Intake change)  | \$100.00          |
| Leave of absence   | \$50.00           |
| Late payment fee   | \$50.00/week      |
| Bank dishonour fee   | \$100.00          |
| Instalment Plan (set-up fee for customised payment plan)   | \$100.00          |
| Administration and processing fee for health insurance arranged by MITT (included in the OSHC insurance total amount)  | \$20.00           |
| Airport pick-up  | \$130.00          |
| <b>Certificates</b>  |                   |
| Final Certificate Re-issue (First one will be provided free of charge)   | \$50.00           |
| Confirmation Letter /Holiday letter /Invitation Letter   | \$50.00           |
| Interim Academic Transcript  | \$50.00           |
| Statement of Attainment - SOA Re-issue   | \$50.00           |
| Domestic Postage of Certificates   | \$15.00           |
| <b>Academic</b>  |                   |
| Reassessment 3 <sup>rd</sup> submission  | \$500.00          |
| 1 <sup>st</sup> assessment & 2 <sup>nd</sup> assessment for all Units  | No fee            |
| Review of Grade  | \$250.00          |
| Recognition of Prior learning (RPL) – This fee is applicable for domestic students. For international students please refer to International Course Fee Schedule | \$100.00/unit     |
| Credit Transfer  | \$100.00/unit     |
| Change of course   | \$100.00          |
| Catch-up for each unit   | \$250.00          |
| Late Submission of Assessments   | \$50.00           |

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|---|--------------------------|----------------|-------------------------|--------------|-------|---------|-------------|-------|
| Document Name   | MITT Administrative Fees |                |                         | Company name | MITT  | Issued: | Feb 2020    | Ver 1 |
| Authorised by   | CEO                      | Document Owner | Student Support Officer | CRICOS #     | RTO # | Review  | 24 months   |       |
|   |                          |                |                         | 03529J       | 41577 | :       |             |       |
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