The National Finance Institute

SUMMARY OF FEES

Course Enrolment Fees	
Course study fee (listed on enrolment page/form, app form and payment gateway)	Dependent on course and mode of study chosen
Course re-enrolment fee (see course re-enrolment form)	$995 workshop; $595 d/ed; $395 online
RPL full fee (see RPL application form)	From $695 to $995 depending on qualification chosen
Payment plan setup fee	$40
Payment plan instalment instance default fee	$10
Workshop transfer (face to face or Zoom)	
A request made to transfer to another scheduled workshop with 7 or more days' notice of the commencement of the first scheduled day	No fee
A request made to transfer to another scheduled workshop with 3 to 6 days' notice of the commencement of the first scheduled day	$45 administration fee
A request made to transfer to another scheduled workshop with less than 3 days' notice of the commencement of the first scheduled workshop day	$75 administration fee
When a student attends the first scheduled day of the workshop and then requests to transfer from that scheduled workshop to another - a fee will apply and approval will only be given in exceptional circumstances and at NFI's discretion	$100
A request made to transfer from a pre-booked Workshop back to online/distance learning study, after a workshop place has been reserved, where online access has already commenced. Difference in course fee may or may not be refunded but a transfer fee is applicable	$100
A request made to transfer from a workshop enrolment to an RPL enrolment, within 7 days of the scheduled first date of the workshop, and where no course material has been issued or login attempts have occurred	$100
Transfer - online/correspondence/RPL	
If a student requests to transfer from one online/distance course to a different online/distance course, this will incur a transfer administration fee, which may be in addition to any difference in regular course fee	$50 per module or $100 per qualification
A request made to transfer from a course offered online / distance to a RPL application, where course login details have already been provided	$100
For courses undertaken on a unit by unit basis - any request for transfers to a different course or unit must be received within 5 working days of the original login being issued or a per unit transfer administration fee will apply	$49 per unit

Refunds	
Study course refund request application fee	10% of full course fee paid
A refund request received after 30 calendar days of student's commencement of course is determined on a case-by-case basis to a maximum of 50% of original full course fee paid. Refunds are not considered for change of mind nor for one unit at a time or single unit enrolments	10% of full course fee paid (ie. refund application fee), plus 50% of course fee paid
A course refund request received after 6 months after student's commencement of course is not eligible for a refund of course fees ie. there is no refund consideration after 6 months	n/a
Administration fee applicable for an RPL application which has been paid by an applicant, and which results in a non-approval result (applicant's course fee can be credited towards study of a qualification or may be refunded at management's discretion).	$100
Re-enrolment	
Re enrolment fees	• Workshop - $695 • Distance learning - $495 • Online e-learning - $395
Miscellaneous	
Review of Credit Transfer unit outcome prior to unit completions (no fee if review straight forward)	$48 (exclusive of RPL)
Issue of Interim Statement of Attainment (eg. unit by unit upon completion), per issue	$29.95
Re-issue of single transcript by mail, no edits	$29.95
Re issue of single certificate by mail, no edits	$29.95
Re issue of single certificate or transcript by mail or email, with edits eg. change of name	$29.95
Extensions	
Request for course extension, for an additional 3 months	$99 per course
Request for course extension, for a 1 month extension	$50 per course
When a student enrols in a single unit of competence and applies for a 1 month extension of time	$50
When a student enrols in a single unit of competence and applies for a 3 month extension of time	$99
Assessments	
When a student requests longer than 21 days to resubmit an assessment or assessments, which were not passed on their previous attempt, the fee is equivalent to a regular 1 month extension fee	$50
4th attempt at an assessment incurs a re-assessment fee	$99
Plagiarism re-assessment fee	$99