

Fees and Charges Policy

Schedule I: Administrative and Miscellaneous Charges

Approving authority	Deputy Vice Chancellor (Academic)
Approval date	18 April 2017
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Document URL	http://policies.griffith.edu.au/pdf/Fees and Charges Policy Schedule I.pdf
TRIM document	2017/8006036
Description	This schedule provides details on administrative and miscellaneous charges.

Related documents

[Fees and Charges Policy](#)

[Fees and Charges Policy - Schedule A: Student Services and Amenities Fee](#)

[Fees and Charges Policy - Schedule B: Fees for International Students](#)

[Fees and Charges Policy - Schedule C: Fees for International Study Abroad Students](#)

[Fees and Charges Policy - Schedule D: Student Contribution Charges](#)

[Fees and Charges Policy - Schedule E: Fees for Undergraduate Students \(Non-international\)](#)

[Fees and Charges Policy - Schedule F: Fees for Postgraduate Students \(Non-international\)](#)

[Fees and Charges Policy - Schedule G: Fees for Non-award and Continuing Education Students](#)

[Fees and Charges Policy - Schedule H: Census Dates for Charges Liability and Refund Eligibility](#)

CATEGORY	Charge
Late course addition application charge - for applying to add a course after the last date to add a course for the semester (one charge per course addition request)	\$50
Late payment charge – where student's account for academic or other fees and charges has an outstanding balance as at the due date for payment	\$70
Reinstatement Charge – for consideration of an application for reinstatement of enrolment following cancellation of enrolment for failing to meet enrolment requirements including payment of fees and charges. The reinstatement charge is refunded if the application for reinstatement is rejected.	\$100
Official Academic Transcript (Physical transcript)	\$25 plus express postage \$10 (Australia) or \$45 (Overseas)
Official Academic Transcript (Electronic transcript)	\$15
Official Letter	\$10 plus express postage \$10 (Australia) or \$45 (Overseas)
Preparation of Course Information Form for physiotherapy registration in the United Kingdom	\$155

CATEGORY	Charge
Replacement testamur (degree certificate) or supply of testamur prior to graduation ceremony (special conditions apply) (Physical testamur)	\$70 plus registered postage \$10 (Australia) or \$45 (Overseas)
Replacement testamur (degree certificate) or supply of testamur prior to graduation ceremony (special conditions apply) (Electronic testamur)	\$50
Replacement Student ID Card	\$15
Replacement Student Access Card Fee (access to secure laboratories, hospital facilities, etc)	\$20*
Refund Processing Charge	\$10
International Student Administrative Charge (refer Fees and Charges Policy - Section 3 Fees for International Students, for application of charge)	\$500
International Student Withdrawal Penalty (refer Fees and Charges Policy - Section 3 Fees for International Students, for application of charge)	\$3000
Payment Plan Charge – (i) For charge up to \$200 (ii) For charge between \$200 and \$2000 (iii) For charge over \$2000	(i) \$10 (ii) \$50 (iii) \$100
Audition Application Fees – QCGU Undergraduate Program per individual audition - QCGU Postgraduate Program per audition application – Bachelor of Musical Theatre - Bachelor of Acting	\$50* \$50* \$90* \$90*
Audition Application fee – drama programs	\$22*
Application Fee – International students (refer Fees and Charges Policy – Section 3.2.6 for application of charge)	\$50*
Alternative Location Examination fee – for each examination approved to be conducted (due to exceptional circumstances, at the discretion of the Course convenor) at a special venue, except for external students.	\$85 (within Australia) \$150 (overseas)
Australian Higher Education Graduation Statement (AHEGS) – replacement or reissue (Physical AHEGS)	\$25 plus express postage \$10 (Australia) or \$45 (Overseas)
Australian Higher Education Graduation Statement (AHEGS) – replacement or reissue (Electronic AHEGS)	\$15
OUA Program Registration Fee - for Griffith OUA students (non-CSP) to register their intention to graduate with a Griffith OUA degree	\$150.00

*including GST