

SCHEDULE OF ADMINISTRATIVE FEES

1.0 INTRODUCTION

1.1 Context

The Australian Institute of Management Education and Training (AIM) as a nationally registered training organisation (RTO 0049) seeks to provide a positive and productive experience to support individuals in achieving their goals. To support students, AIM provides various options for students to amend their learning journey, some of which may incur an additional administrative fee. These fees reflect the cost of processing specific requests such as reissuing documents, late enrolments, and course changes. The policy aims to improve service delivery efficiency while ensuring fairness and transparency to students. All students are encouraged to familiarise themselves with the fee schedule to avoid unexpected charges and support smoother changes to their learning journey.

1.2 Purpose

This schedule provides specific information about fees associated with course extensions, withdrawals, and other administrative actions.

1.3 Scope

This schedule applies to all AIM staff and third parties involved in processes related to managing student requests regarding course changes. This schedule applies only to students enrolled in AIM's Nationally Recognised Training Courses.

FEES *		AMOUNT		
	Upfront (Invoiced)	ZipMoney	Zen-Pay	Government Funded
Course Transfer Fee (within three months of start date)	Free	Free	Free	Free
Credit Transfer Fee (Other RTO issued qualification)	\$150 application fee	\$150 application fee	\$150 application fee	\$150 application fee
Course Extension Fee (maximum 6-month extension per enrolment)	\$200 per month	\$200 per month	\$200 per month	\$200 per month
Withdrawal Fees (within five business day provisional period)	No fee	No fee	\$500 deposit is forfeited	No Fee
Special Consideration Admin Fee	\$500	\$500	\$500	No Fee
Certificate Reissuance (Qualification and Transcript)	\$100	\$100	\$100	\$100
Certificate Reissuance (Statement of Attainment only)	\$75	\$75	\$75	\$75
Payment Plan Dishonour Fees	Not applicable	Refer to Terms and Conditions	\$25**	Not applicable

* Students recognise that fees are subject to change and that additional charges may be incurred.

** Charged by Zen-Pay, not AIM.

Zen-Pay

Note: Any fees related to Zen-Pay above must be paid upfront and cannot be combined as part of a payment schedule. A dishonour fee of \$25 will apply each time a scheduled payment via Zen-Pay is rejected.