

<b>Policy title</b>	Miscellaneous Fees
<b>Policy area</b>	Accounts
<b>Policy available for Students – YES/NO</b>	Yes
<b>Policy detail</b>	<p>At TLC we endeavour to keep the cost of ‘extra’ expenses down. However, in order to cover business costs TLC charges the following:</p> <p>Certificate reprints \$25.00 each Academic transcripts \$20.00 each Digital records copied to a USB \$ TBC at time of enquiry depending on if TLC needs to supply USB Restart Fee \$300 or full fees* Student ID cards \$5 Overseas postage \$ TBC at time of enquiry</p> <p><i>* Conditions apply - See link below to Restart Policy</i></p>
<b>Related Policies</b>	
<b>Date Created</b>	March 2020
<b>Review Dates</b>	Annually
<b>Next review date</b>	March 2021
<b>Links</b>	<a href="#">Restart Policy</a>