

2025/2026 Fees & Charges

Fees effective from **1st July 2025**.

Internet Usage

Up to 15 minutes	\$2.00
15 - 30 minutes	\$4.00
30 minutes to 1 hour	\$6.00
Laptop (own device)	As above rates

Scanning

A4 scan and email/save	\$0.30 per page
A3 scan and email/save	\$0.60 per page
Copying/printing cost not included.	

Laminating

Business card size	\$1.00
A4 size	\$2.00
A3 size	\$3.00
Copying/printing cost not included.	

Secretarial works

15 minutes	\$15.00
15 - 30 minutes	\$30.00
1 hour	\$60.00
Printing/copy/scan costs not included.	

Black & white copying

A5 single sided	\$0.15
A5 double sided	\$0.20
A5 over 150 copies single sided	\$0.05
A5 over 150 copies double sided	\$0.10
A5 nonstandard paper per side	\$0.30
A4 single sided	\$0.30
A4 double sided	\$0.40
A4 over 150 copies single sided	\$0.20
A4 over 150 copies double sided	\$0.30
A4 nonstandard paper per side	\$0.60
A3 single sided	\$0.60
A3 double sided	\$0.80
A3 over 150 copies single sided	\$0.50
A3 over 150 copies double sided	\$0.70

Colour copying

A5 single sided	\$0.50
A5 double sided	\$0.75
A5 nonstandard paper per side	\$0.80
A5 over 150 copies single sided	\$0.40
A5 over 150 copies double sided	\$0.65
A4 single sided	\$1.00
A4 double sided	\$1.50
A4 nonstandard paper per side	\$1.60
A4 over 150 copies single sided	\$0.90
A4 over 150 copies double sided	\$1.40
A3 single sided	\$2.00
A3 double sided	\$2.80
A3 over 150 copies single sided	\$1.90
A3 over 150 copies double sided	\$2.70

Room Hire

Room Hire (Includes Tea & Coffee, Whiteboard, TV Screen & Table Set Up)	\$20.00 p/hr (up to 3 hours)
	\$70.00 p/day
Late Cancellation Fee	\$20.00
Conference Room Internet Access	\$5.00 p/hr
	\$30.00 p/day

Disk Services

CD & DVD Burning	\$3.00
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Faxing

Fax first page	\$1.50
Per page thereafter	\$1.00

Exam Supervision

Per hour	\$60.00
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Binding

A4 booklet 1-150 pages	\$3.50
A4 booklet over 150 pages	\$4.50

Equipment Hire

Videoconferencing	\$50.00 p/hr
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