|  |
| --- |
| * The total Payment Plan shall be completed at least 30 days prior to the end of the student’s program of study for which Payment Plan has been provided, this includes all government and non-government funded programs.
* A minimum deposit of $75 or 20% of the total cost of enrolment, whichever is the greater, is payable at the time of enrolment.
* Cancellation of enrolment does not necessarily cancel the obligation to make all payments under the Payment Plan.
* Student results will be withheld until payment plan is finalised.
 |
| Please Use **BLOCK** letters – Please print your name in full |
| **Student Number (if known)** |   |   |   |   |   |   |   |   |   |   | **Family Name** |       |
| **Given Names** |       | **Phone Number** |       | **Date of Birth** |       |
| **Address** |       |
|       | **Post Code** |       |
| **Average FORTNIGHTLY Income Details** | **Average FORTNIGHTLY Expenses Details** |
| Work (Wages) | $      | Rent/Board | $      |
| Centrelink Income: (Estimated/Actual) | $      | Telephone | $      |
| Parent/Spouse | $      | Electricity/Gas | $      |
| Other: (Specify)       | $      | Food | $      |
| TOTAL FORTNIGHTLY INCOME | **$** | Car Registration/Insurance | $      |
|  |  | Petrol | $      |
|  |  | Transport Costs | $      |
|  |  | Stationery/Books | $      |
|  |  | Loan Repayments | $      |
|  |  | Credit Card Repayments | $      |
|  |  | Clothes | $      |
|  |  | Entertainment | $      |
|  |  | Other: (Specify)       | $      |
|  |  | **TOTAL FORTNIGHTLY EXPENSES** | **$** |
| **Assets (What you own)** | $      |  |  |
| Bank, Credit Union Savings etc | $      | **Liabilities (What you owe)** | $      |
| Motor Vehicle value | $      | Loan Amounts Outstanding | $      |
| Property value owned by you | $      | Credit Card Amounts Outstanding | $      |
| Furniture, Jewellery etc | $      | Overdue Accounts Outstanding | $      |
| Other: (Specify)       | $      | Other: (Specify)       | $      |
| **TOTAL ASSETS** | **$** | **TOTAL LIABILITIES** | **$** |
| Conditions - I declare that all information is true and correct. I have received, read and understand the Student Payment Plan (TAFE) Procedure. I understand the approval of my application will commit me to an agreed schedule and that any failure to make payment will result in the termination of the agreed Payment Plan resulting in the full outstanding balance becoming immediately due and payable. Even if I withdraw from the program, I may still owe for unpaid fees if the courses have commenced regardless of whether I have actually attended these courses. These details may be used (as a default mechanism) to collect outstanding debt through a collection agency at my expense. I consent to CQUniversity disclosing the information provided to obtain a credit check. |
| [ ]  | **I agree to the above conditions and will make payments on or before the due date of the Payment Plan.** |
| Student Signature: |  | Date: |       |
| [ ]  | **I understand and agree that I will be liable to pay all money owing by the Student to CQUniversity if the student defaults in paying the debt under the Payment Plan.** |
| Guarantor Signature: |  | Date: |       | DOB: |       |
| (Guarantor Signature required if student is under 18 years of age at time of enrolment or payment plan application lists your finance details for approval of Payment Plan. Guarantor must be over 18 years of age. Please note if default occurs the Guarantor is liable for outstanding debt) |
| **Guarantor Name** |       | **Phone Number** |       |
| **Address** |       |
|       | **Post Code** |       |
| ***University Use Only*** |
| Total Assets | $ | Total Liabilities | $ | Total Net Assets (Assets less liabilities) | $ |
| Total Income | $ | Total Expenditure | $ | Net Fortnightly Position (Income less Expenses) | $ |
| Campus ............................................................................. Course Code .................................................................Credit History CheckedIdentification Provided (outline)................................................................................................................................................................Application Approved - Total Fees $ ..........................Deposit Paid $.......................... Credit Approved $ .................................... Application Not Approved – Reason............................................................................. Notification Date ....................................... Signature of Delegated Officer .................................................................................................. Date / /  |
|  |

## Procedure

1. This procedure is applicable to TAFE@ CQUniversity students undertaking vocational education and training courses and units:
2. Individual students for fees and charges of courses;
3. Any Third Party or guarantor responsible for a student’s fees and charges of courses
4. All applications for Payment Plans must be made on the prescribed form prior to enrolment.

## Rationale

***Approval***

* Payment Plans will only be provided at the discretion of the Pro-Vice Chancellor (TAFE) or delegated officer in accordance with the Payment Plan Procedure (TAFE).
* Payment Plans may be refused where inadequate identification is provided, University staff determines an unsatisfactory credit history, or payment terms on previous Payment Plan arrangements have not been met.

***Payment Plans***

* A minimum deposit of $75 or 20% of the total cost of enrolment, whichever is the greater, is payable at the time of enrolment.
* The total time to pay plan shall be completed at least 30 days prior to the end of the student’s program of study for which Payment Plan has been provided.
* Cancellation of enrolment does not necessarily cancel the obligation to make all payments under the payment plan.

***Recovery Action***

* Repayments not paid by the due date will be deemed to be overdue and further payment plans will not be provided.
* Overdue debts may be referred to a Debt Collection Agency for recovery. This may result in extra costs being incurred by the student or other payee.
* Students may be excluded from further tuition if payments are not maintained in accordance with their individual payment plan.

***Exclusions***

Payment Plans shall not be extended:

* For enrolment in Adult and Community Education (ACE) courses;
* To any person less than 18 years of age, unless a guarantor or third party contract is agreed to by CQUniversity;
* Where the total fees payable are less than $75.00, unless negotiated with the Pro-Vice Chancellor (TAFE) or delegated officer.

***Refused applications for payment plans***

* If the Pro-Vice Chancellor (TAFE) or delegated officer refuses a person’s application for a fee exemption, refund or payment plan, written notice of the reasons for refusal must be given to the person.
* The person may, within 7 days after the written notice is given, apply to the Pro-Vice Chancellor (TAFE) for a reconsideration of the refusal.
* The refusal must be reconsidered by a University staff member more senior than the staff member who refused the original application.

## Applicability

* Managers/directors are responsible for implementing this policy.

## Also refer to

[Financial Management Practice Manual](https://my.cqu.edu.au/group/staff-portal/search)

## References

***Legislation***

* Vocational Education, Training and Employment Regulation 2000 – <http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/V/VocEdTrEmR00.pdf>.