

Student Payment Plan Application

Student Details

Student Name

Student Number

Course Code

Course Title

Account Balance \$

Payment Plan Arrangement Options

Please select one

Direct Debit (Complete All Pages)**Centrepay (Continue to page 3)**

All instalment arrangement repayments must be finalised within six (6) months of course commencement, or at the end of the course, whichever is sooner.

The minimum payment amount for all payment instalment arrangements is \$50 per fortnight and instalment arrangements for materials fees only, must be greater than \$250

Direct Debit

I am the Account Holder**I am not the Account Holder**

Direct debit requires a minimum amount of \$50.00 per fortnight

Deduction Frequency

Weekly

Fortnightly

Monthly

First Instalment or upfront payment amount (10%) \$

Balance of Fees \$

Deduction Amount \$

Deduction Start Date

Account Details

BSB NUMBER

Bank

Account Number

Account Name

Account Holder Address

Account Holder Phone

Email

I wish to continue payment plan arrangements provided for any additional fees to be incurred for the duration of this course, using my original details provided.

Account Holder Declaration

1. It is your responsibility to ensure that on the due date clear funds are available in your nominated account to meet the direct debit payment. Should your payment be dishonoured TAFE Gippsland may on debit an additional fee of \$10 with your next payment.
2. You are responsible for ensuring that your nominated account is able to accept direct debits and provide TAFE Gippsland with any updated bank account details.
3. I understand that if I need to change my direct debit arrangements or cancel or defer a debit payment, I need to contact TAFE Gippsland seven (7) working days before my next debit day to authorise a change to my arrangements in writing.
4. I can stop or cancel the regular direct debit request any time by giving TAFE Gippsland or my financial institution 14 days written notice.
5. If at any time I feel that a direct debit against my nominated account is inappropriate or wrong, it is my responsibility to notify TAFE Gippsland or my financial institution as soon as possible.
6. Direct debiting through Bulk Electronic Clearing System (BECS) is not available on all accounts. I can check my account details against regular statements or check with the financial institution as to whether I can request a direct debit from my account.
7. It is my responsibility to ensure that there are sufficient cleared funds in my nominated account to honour the Direct Debit Request (DDR). I understand that the DDR will be automatically cancelled if three direct debit payments are dishonoured because of insufficient funds within a 12-month period and the full amount owing on my account will become payable immediately. TAFE Gippsland will give me 14 days' notice in writing if they intend to cancel my DDR. TAFE Gippsland will also charge the cost of dishonoured direct debits against my account.
8. I understand that TAFE Gippsland will keep information about my financial institution account confidential except to the extent necessary to resolve any claim that I make relating to a debit that I claim has been made incorrectly, or as otherwise required by law.
9. When the day to debit your account falls on a weekend or public holiday the debit will be initiated on the next working day.
10. The Institute may, at its sole discretion, defer payments to another date if a request is received from the student before the due date for payment.

Account Holder Signature**Date****Students under 18 Parent/Guardian details**

I,

Name

1. Guarantee you that the student will punctually perform and observe all the student's obligations set out in this application, including the due and punctual payment of all moneys payable by the student.
2. Agree that if at any time any of the obligations of the Student as set out in the fees and charges tax invoice issued and the 'Fee Payment Options' information sheet are not duly and punctually observed and performed, you will on demand observe and perform the same and pay all our costs and expenses arising out of or in connection with the non-observance or non-performance of the student.

Parent/Guardian Signature**Date**

Parent/Guardian Address

Parent/Guardian

Contact Number

Centrepay

The Centrelink option is only available to applicable Centrelink allowance recipients.

My fortnightly payments (minimum \$50) of \$ _____ will commence on _____
Target Amount \$ _____

Full Name

Date of Birth

Allowance Type

CRN

Centre Pay Deduction Authority

I authorise the Department of Human Services to make deductions as specified each fortnight and pay this amount to TAFE Gippsland 555-056-148-T for Education Expenses.

I request that this deduction of \$ _____ continue until the target amount of \$ _____
is reached.

Please note if a deduction has a target amount and the final deduction is set to pay less than \$2, the second last deduction will be increased by up to \$2 to cover the final amount.

I give permission for TAFE Gippsland to disclose my information to the Department of Human Services for the purposes of checking my account number, billing number and amount I want to pay and reconciling my payment Deduction details. I also give permission for TAFE Gippsland to give the Department of Human Services my correct account and billing number if required.

I understand that I can change or cancel my deduction at any time, and further information about Centrepay can be found online at humanservices.gov.au/centrepay

Centrelink Customer Signature

Date

Student Declaration

1. In the event of default on my instalment payment arrangements, the Institute will take legal action to recover the debt and add debt collection costs to my overall debt.
2. I understand that my results will be withheld until my debt is fully paid.
3. If I withdraw from my course, I will pay all outstanding fees required, as per the Institute's Student Withdrawal Policy.

Student Signature

Date