

# VET (TAFE) Payment Plan Application

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FedUni Student ID Number	Program Code	Year Level

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Campus or Provider and Location	Campus Code	

Students whose financial position has been affected by circumstances beyond their control may apply for a Payment Plan. This application must be submitted prior to the invoice due date and accompanied by proof of financial hardship. Applications will be approved at the discretion of the University and the extended time will be determined by your application.

Fee information	Fee amount
Total fees payable for 2019	\$
How much of your fees have you paid?	\$
How much of your fees are outstanding?	\$

You must meet all of the following criteria to be eligible for a Payment Plan: (PLEASE TICK)

- ☐ I am a VET (TAFE) student enrolled into a certificate I-IV
- ☐ I have paid material fees
- ☐ My Tuition fees are greater than \$300
- ☐ I have paid a minimum of 20% deposit of the tuition contribution at the time of enrolment
- ☐ I have supplied sufficient proof of financial hardship
- ☐ I do not have existing fees from previous years remaining on my account at FedUni
- ☐ I will submit this form before my invoice due date ()

Note: student invoices are sent to your FedUni student email account and can be accessed from my Student Centre (mySC)

**Personal Details:**

Title  First Name

Other Names

Family Name

Date of Birth  /  /

**Contact Details:**

Mobile  Home Telephone (  )

Mailing Address

Suburb/Town/City

Country  State  Postcode

Email

**Details of current enrolment:**

Current year of study  Year of enrolment

Program name

Mode of study ☐ Full-time ☐ Part-time ☐ On-campus ☐ Off-campus (Online Learning)

Number of enrolled units  Anticipated Completion Semester  Year

Please provide details of your financial hardship (including steps taken to pay fees upfront, attach extra page if required)

# VET Payment Plan Application

## Finance

### Student financial position

Please estimate as accurately as possible your weekly income and expenditure for a normal week

Income		Expenditure	
Centrelink payment(s), allowances(s), benefit(s)	\$	Rent/Board/Residence Fees	\$
Full-time or part-time employment	\$	Bills	\$
Family/Parental Allowance	\$	Food (including lunch)	\$
Scholarship / Bursaries	\$	Study-related costs (books, stationary etc)	\$
Draw on savings	\$	Rent/House repayments	\$
Other Income	\$	Transport	\$
	\$	Spending Money	\$
	\$	Other Commitments	\$
<b>Total Income</b>	<b>\$</b>	<b>Total Expenses</b>	<b>\$</b>

**Note:** Please attach any relevant documents to support your application.

### TERMS AND CONDITIONS

1. To be eligible for a Payment Plan you must be a student enrolling in a Federation University Australia, Certificate I, Certificate II, Certificate III, Certificate IV course with tuition fees over \$300.
2. Federation University VET Payment Plans are only available for Tuition Fees. Materials and Ancillary Costs cannot be included in a Payment Plan.
3. The student entering into a Federation University VET Payment Plan must have the capacity to pay their Tuition fees within the terms of the agreement.
4. Employers or other third parties are not permitted to enter into a VET Payment Plan.
5. The student must pay an upfront deposit which consists of:
  - 20% of the tuition fees PLUS
  - 100% of Material costs.
6. After the deposit is paid the VET Payment Plan will consist of the remaining tuition split into fortnightly payments stipulated by the University for a maximum of 12 weeks.
7. 5-7 days after a payment due date, a reminder email will be sent advising the outstanding instalment amount and a due date for the payment of the amount.
8. If the outstanding amount prescribed in the email has not been received by the due date the following services may be denied or suspended:
  1. The current course enrolment.
  2. Academic and administrative services.
  3. Transcripts, certificates and graduations.
  4. Access to Federation University systems & facilities.
  5. The right to enrol in any other Federation University course.
9. If a student withdraws from a course they may be eligible for a refund. Refunds are subject to Federation University Australia refund policy [http://policy.federation.edu.au/finance/refunds/refunds\\_tafe/ch01.php](http://policy.federation.edu.au/finance/refunds/refunds_tafe/ch01.php). A refund request form must be completed by the student [http://policy.federation.edu.au/forms.php?book\\_id=286](http://policy.federation.edu.au/forms.php?book_id=286)
10. All correspondence relating to the VET Payment Plan will be forwarded to the email address provided by the student on the application form. Tax invoices will be sent to your Federation University student email account and can be accessed from mySC.
11. You may nominate a Parent/Guardian email address for payment notification relating to this payment plan application. Payment Plan invoices, reminders and overdue payment notices will be sent to your FedUni student email account.
12. Where an email address is not available, arrangements can be made for correspondence to occur via post. It is the student's responsibility to advise Federation University of any changes to their personal details.

Please forward your completed application form to **studentfees@federation.edu.au** or mail to **Student Finance**  
Federation University Australia  
Mt Helen Campus  
PO Box 663  
Mt Helen VIC 3353

### I have read and accept the Terms and Conditions of the agreement

Student Signature

Parent/Guardian

Signature (U/18)

Date

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Date

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