

Student Instalment Arrangement Application

Student ID: _____

Student Name: _____

Course Code: _____

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 instalment arrangements is \$50 per fortnight and instalment arrangements for materials fees only must be greater than \$250.

Instalment Arrangement Options

☐ **Centrepay** I choose to pay by Centrepay (applicable ONLY to Centrelink allowance recipients.)

My fortnightly payments (minimum \$50.00) of \$_____ will commence on ____ / ____ / ____.

☐ Enrolment Form section 13 signed and dated

PLEASE CONTACT STUDENT ADMINISTRATION SERVICES ON 1300 133 717 TO OBTAIN A CENTREPAY DEDUCTION FORM.

☐ **Direct Debit** I choose to pay by direct debit (minimum direct debit amount is \$50.00 per fortnight).

Deductions are to be made: ☐ Fortnightly ☐ Monthly

First instalment or upfront payment amount 10%: \$_____ Balance of Fees: \$_____

Deduction amount per fortnight/month: \$_____ will commence on ____ / ____ / ____.

Direct debit account details:

Account name: _____

Daytime contact number: _____

Account holder address: _____

BSB number: _____

Account Number: _____

Financial institution name: _____

PLEASE READ AND SIGN THE STUDENT DECLARATION OVER THE PAGE AND RETURN THIS FORM TO STUDENT ADMINISTRATION SERVICES PO BOX 3279 GMC VIC 3841 OR RECEPTION@FEDERATIONTRAINING.EDU.AU

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.

Signature: _____

Date: _____

IF YOU ARE UNDER 18, PLEASE ARRANGE FOR A PARENT/GUARDIAN TO COMPLETE THE BELOW SECTION.

I, _____ (parent/guardian details):

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.

Signature: _____

Date: _____

Address: _____

Daytime Contact Number: _____

IF THE ACCOUNT TO BE DIRECT DEBITED IS NOT YOUR OWN, THE ACCOUNT HOLDER MUST READ AND SIGN THE DIRECT DEBIT DECLARATION BELOW.

Direct Debit 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 dishonored Federation Training 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 Federation Training 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 Federation Training 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 Federation Training 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 Federation Training 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 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. Federation Training will give me 14 days' notice in writing if they intend to cancel my DDR. Federation Training will also charge the cost of dishonoured direct debits against my account.
8. I understand that Federation Training 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.

Signature of Account Holder: _____

Date: _____