

## Fee Payment Plan Application Form and conditions Semester 1 2020

If you are a continuing international student having difficulty paying your tuition fees due to exceptional short term financial hardship you can apply for a one semester payment plan.

### Conditions for Fee Payment Plan application:

- Will be considered for international students who can demonstrate and provide supporting evidence of unforeseen and exceptional short term financial difficulty.
- Will be considered only for continuing students with a satisfactory on-time payment history.
- If approved, will apply for one semester only and cannot be applied retrospectively nor carried over to a further semester.
- If approved, will incur an additional \$200 payment plan fee.
- You are reminded of the student visa financial capacity requirements (reprinted below) these should be addressed in your supporting statement.

### Applying for a Fee Payment Plan

- You must submit a completed application form and a detailed typed personal statement describing your financial difficulties and why you are unable to pay your fees by the payment due date.
- Send the application and supporting documents to [feepaymentplan@tafensw.edu.au](mailto:feepaymentplan@tafensw.edu.au) (please include in email subject: Fee Payment Plan application, your family name and student number).
- Application closing date: **5:00pm 18th December 2019**; applications received after this date will require special approval and upfront payment of 1/3 of semester fees

### Making Payments

If your request is approved, you will be able to pay your tuition fees in three (3) separate payments:

- Three (3) fee invoices will be emailed to you (or your Education Agent if applicable)
- If you have not received a response to your application by 17th January 2020, please contact [isc.finance@tafensw.edu.au](mailto:isc.finance@tafensw.edu.au)

| Instalments Invoice | Amount to be Paid  | Payment Due Date |
|---------------------|--|------------------|
| 1                   | One third (1/3rd) of Semester Fee + \$200 Payment Plan Fee | 24 January 2020  |
| 2                   | One third (1/3rd) of Semester Fee                          | 21 February 2020 |
| 3                   | One third (1/3rd) of Semester Fee                          | 20 March 2020    |

A Late Payment Fee of \$200 will apply for each due date missed.

### Important reminder:

**Student Visa financial capacity requirements - Step 2 Evidence you have enough money for your stay**  
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo>

As part of the **student visa application** process students must meet the financial capacity requirements. This means students must have enough money that is genuinely available to pay for travel, course fees and living costs for the period of stay in Australia. Students will be asked to make a declaration and may need to provide evidence of their financial capacity for the first 12 months.

## Fee Payment Plan Application Form Semester 1 2020 – Financial Hardship

### SECTION A – Personal Details

|   |                               |
|---|-------------------------------|
| Family Name:                                  | Given Name(s):                |
| Date of Birth: ____/____/____<br>(DD/MM/YYYY) | International student number: |
| Course Code:                                  | Course Name:                  |
| Campus:                                       |                               |
| Address:                                      |                               |
| Email Address:                                | Mobile Number:                |

### SECTION B – Personal Statement (Reasons for applying for a Payment Plan)

You must complete both sections i) and ii) and attach typed personal statement to this application together with supporting evidence.

- i) Please provide reasons for applying for a fee payment plan
- ii) Please outline how you will be able to pay your instalments on time if your application is approved.

### SECTION C – Student Declaration

- ☐ I understand that I must pay an additional fee of \$200 if my application is approved.
- ☐ I understand that Instalment plan requests will be considered on individual circumstances and are not automatically approved.
- ☐ I understand that my application will be refused if I have outstanding fees or I have failed to pay previous fees by the due date.
- ☐ I understand that that if my application is approved, I must pay each instalment in full by the due dates specified otherwise the agreement is void.
- ☐ I understand that I will be charged an additional late fee up to a maximum of \$200 if I do not pay the instalments by the respective due dates.
- ☐ I understand that I must still pay the full semester fee even if I withdraw from my studies during the semester.
- ☐ I understand that if I fail to pay my fees, my enrolment may be cancelled and I may be reported to the Department of Education (DoE) and the Dept of Home Affairs (DHA) as required by the *National Code 2018*. Additionally TAFE NSW may withhold services including the issuing of results/testamur.
- ☐ I understand that if I have not provided the appropriate documentary evidence, or if the information provided is false and/or misleading, my application will not be processed.
- ☐ I certify that the information I have provided is correct and complete.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*For electronic submission, you must type your full name in the above student signature box. Typing your name is considered as your formal signature on the Student Declaration.

Send completed Fee Payment Plan application form together with supporting statement and evidence to: [feepaymentplan@tafensw.edu.au](mailto:feepaymentplan@tafensw.edu.au) and include in subject header: **Fee Payment Plan application, your family name and student number.** Closing date is 5:00pm 18th December 2019.