



# APPLICATION: Flexible Instalment Payment Plan

Title:  Given name:  Surname/Family name:

Student learner number:  Date of birth:

Postal address:

Residential address:

Home phone:  Work phone:  Mobile phone:

Employer's name and address:

Name of Course:  Year:

Have you applied for any other financial assistance for this course? Yes  No  I am an apprentice: Yes  No

Length of Course:  Course Related Charges: \$  Student Fee: \$

Total: \$

I wish to pay the above Qualification and Course Related Charges by an initial payment of \$330 and then the balance by

Monthly Instalments of \$  [D] Number of Monthly Instalments  Final Payment Date

Your Flexible Instalment Payment Plan will be based on a maximum terms of 75% of your course duration.

Please complete the following financial assessment (circle response):

- Do you pay board or rent? YES  NO  If YES : 1a) How much do you pay? \$  [C]  
1b) How often do you pay it?  Weekly  Fortnightly  Monthly
- Do you have a job?  YES  NO If YES: 2a) Are you permanent or casual?  Permanent  Casual  
2b) How many hours do you work a week?  2c) How often are you paid?  Weekly  Fortnightly  Monthly  
2d) How much pay do you receive each pay? \$  [A]  
2e) How long have you been at your current employer?  Months  Years
- Do you receive any benefits from Centrelink?  YES  NO  
If Yes: 3a) What benefit(s) do you receive?   
3b) How much do you receive per fortnight? \$  [B]
- Do you have a mobile phone? YES  NO  If YES: 4a) Is it on a plan?  YES  NO  
4b) What does your plan or prepaid calls cost per month? \$  [G]
- Do you have a credit card?  YES  NO If YES: 5a) What is your minimum monthly payment? \$  [I]
- Do you have any other regular payments that you make that you have not already disclosed?  YES  NO  
If Yes: 6a) Please provide details of monthly amount: \$  [J]



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## 7. Declaration for financial assessment:

I understand the details provided in this assessment and application, as well as any other information provided to TAFE New England during the enrolment and application process, can be used to assess my eligibility for a student Flexible Instalment Payment Plan. I also agree that the outcome of this assessment; or any offer or refusal of an instalment payment plan; is at the sole discretion of TAFE New England, and subject to the conditions below. I understand that completion of this assessment and signing below does not confirm my eligibility.

Student Full Name (Please print in CAPITAL LETTERS):

Signature:  Date:

Witnessed by TNE staff member:

Full Name (Please print in CAPITAL LETTERS):

Signature:  Date:

## FLEXIBLE INSTALMENT PAYMENT PLAN PROCEDURE

When you sign this Application and it is approved, you agree to pay your qualification and course related charges (if applicable) by Instalments. You are required to keep a copy of this Application which states the payment dates.

### Procedure if you fail to pay an instalment

After signing the Application for Flexible Instalment Payment Plan students are legally bound to meet each instalment as it falls due. You will be sent a first reminder notice and if you fail to pay, your file will be sent to the debt recovery unit who will initiate follow-up action.

If you do not pay the outstanding fees, TAFE New England will withhold the qualification you have been working towards and refuse re-enrolment at any TAFE New England Campus until the debt has been paid.

I certify to the best of my knowledge and belief, this Application is true and correct. I further acknowledge that I have no outstanding debt from TAFE NSW. I authorise TAFE New England to undertake any credit check in respect of this application, follow up any outstanding debts, withhold any results/testamurs/transcripts, suspend any rights I may have to re-enrol and refer the debt to the Institute's collection agency. I understand that I may be liable for the costs incurred in the collection of outstanding debts.

I acknowledge that I have received a copy of the TAFE New England Flexible Instalment Payment Plan information brochure and I understand my responsibilities and the consequences to me should I default on my payments.

I have considered my personal financial circumstances and confirm that I am able to pay the instalments as and when they are due on my Flexible Instalment Payment Plan.

### Office Use Only

Product Code:  Cal Occ Code:

Customer Support Manager/Officer:  Approved  Not approved

Signed (Manager/Delegate):  Date: