

31. STUDENT PAYMENT PLAN POLICY (S)

Policy

This policy is to be read in conjunction with the Fee & Refund policy

This policy is applicable to:

- Your fees and charges of courses
- Any third party or guarantor responsible for your fees and charges of courses

All applications for payment plans shall be made on the enrolment form during the enrolment process.

Rationale

Approval

A follow up payment plan shall only be provided at the discretion of GTPS Accounts manager or delegated officer. Payment plan may be refused where terms on previous payment plan arrangements have not been adhered to.

Payment Plans

A minimum of \$ 50 non-refundable registration fee is payable at enrolment. If you are a self-funded student completing any qualification, an upfront fee of \$ 650 (includes \$ 50 non-refundable fee) is required before course commencement. Payment plan applies only for the balance after the registration and/or upfront fee is paid. Payment plan is designed to be paid in a maximum three instalments. You are encouraged to adhere to the payment plan you agree to at the point of enrolment. Please note that cancellation of enrolment does not necessarily cancel your obligation to make all payments under the Payment Plan. Please refer to GTPS Fee & Refund Policy.

Recovery Action

- Fees not paid by the due date shall be deemed to be overdue and further payment plans shall not be provided.
- Overdue debts may be referred to a Debt Collection Agency for recovery. This may result in extra costs being incurred by you.
- You may be excluded from further tuition if you fail to maintain payments in accordance with your individual payment plans.
- Payment plans shall not be extended

Payment plans not applicable:

- For enrolment in short courses
- If you are 18 year of age, unless a guarantor or third party is agreeable to enter into such arrangement on your behalf
- Where the fee payable is less than \$ 200, unless negotiated with GTPS Accounts or delegated officer

Forming part of this policy is:

(i)

Authorised: CCR Executive Board Member	M.N.I	Date	Jan 2019
Approved: CCR Executive Board Member	F.O.A	Date	Jan 2019
Reviewed by (SMT)		Date	
Implementation applicable to (circle)	Employees, SMT, Student		