

## STUDENT PAYMENT PLAN (TAFE)

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### 1 PURPOSE

The purpose of this procedure is to establish a process to enable TAFE@CQUniversity enrolled students to apply for payment plans to meet course fees and charges and for their administration and approval.

### 2 SCOPES

This procedure applies to CQUniversity staff and students enrolled with TAFE@CQUniversity and all persons who apply for a payment plan and who owe money to the University.

### 3 EFFECTIVE DATE 1 July 2014

### 4 LEGISLATIVE AUTHORITY

[Financial and Performance Management Standard 2009 \(Qld\)](#)

### 5 PARENT POLICY

[Collections Policy \(FMPPM\)](#)

### 6 PROCEDURE

#### Application

- 6.1 This procedure applies to:
- individual students for fees and charges of courses, and
  - any third party or guarantor responsible for a student's fees and charges of courses.
- 6.2 All applications for payment plans must be made on the [Payment Plan Application form](#) prior to enrolment.

#### Approval

- 6.3 The Pro-Vice Chancellor (TAFE) or delegated officer has authority to approve payment plans in accordance with this procedure.
- 6.4 Payment plans will be refused where inadequate identification is provided, staff determines an unsatisfactory credit history, or payment terms on previous payment plan arrangements have not been met.

#### Payment Plans

- 6.5 A minimum deposit of \$75.00 or 20% of the total cost of enrolment, whichever is the greater, is payable at the time of enrolment.
- 6.6 The student must apply on the [Payment Plan Application form](#) when enrolling.
- 6.7 A direct debit arrangement must be entered into in conjunction with all payment plans.

- 6.8 The total time to pay plan must be completed at least 30 days prior to the end of the student's program of study for which the payment plan has been provided.
- 6.9 Upon approval, the payment plan application commits the student or other payee to the agreed schedule. The student or other payee must pay the fees as required under the arrangement. Any failure to make payment will result in the termination of the agreed payment plan resulting in the full outstanding balance becoming immediately due and payable.
- 6.10 Cancellation of enrolment does not cancel the obligation to make all payments under the payment plan. Unless enrolment is cancelled before courses commence, the student or other payee will still owe unpaid fees regardless of whether the student has attended the courses.
- 6.11 Students may elect to have their repayments made by Centrepay from Centrelink payments.

## Recovery Action

- 6.12 If a student's overdue debts are referred to a debt collection agency for recovery, the student or other payee may incur extra costs.
- 6.13 Students may be excluded from further tuition if payments are not maintained in accordance with their individual payment plan.

## Exclusions

- 6.14 Payment plans will not be extended where:
- the enrolment relates to an Adult and Community Education (ACE) course
  - the student is under 18 years of age, unless a guarantor is agreed to by the University
  - the total fees payable is less than \$75, unless negotiated with the Pro-Vice Chancellor (TAFE) or delegated officer.

## Refused applications

- 6.15 If the Pro-Vice Chancellor (TAFE) or delegated officer refuses a person's application for a payment plan, written notice of the reasons for refusal must be given to the person.
- 6.16 The person may, within 7 days after the written notice is given, apply to the Pro-Vice Chancellor (TAFE) for a reconsideration of the refusal.
- 6.17 The refusal must be reconsidered by a University staff member more senior than the staff member who refused the original application.

## 7 RESPONSIBILITIES

### Compliance, Monitoring and Review

- 7.1 The Treasury and Accounts Manager is responsible for compliance, monitoring and review.

### Reporting

- 7.2 Regular reporting will be reviewed and the Treasury and Accounts Manager is responsible for ensuring reviews are undertaken.

### Records Management

- 7.3 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

## 8 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

## 9 RELATED LEGISLATION AND DOCUMENTS

### Related Policy Document Suite

[Collections Policy \(FMPM\)](#)

[Collections Procedures \(FMPM\)](#)

[Payment Plan Application form](#)

### Related Legislation and Supporting Documents

[Financial and Performance Management Standard 2009 \(Qld\)](#)

[Financial Management Practice Manual \(FMPM\)](#)

[Student Rules Policy \(TAFE\)](#)

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Deputy Vice-Chancellor (Finance and Planning)
Next Review Date	

Approval and Amendment History	Details
Original Approval Authority and Date	Institute Director, CQ TAFE
Amendment Authority and Date	Vice-Chancellor and President 26/06/2014