

STUDENT PAYMENT PLAN INFORMATION

Students may wish to manage their course fee payment in regular instalments or agreed payments. This can be achieved by application and approval of a Student Payment Plan.

On approval of a Student Payment Plan, you enter into a legally binding agreement to pay your fees by the due date.

Payment Process

1. An initial deposit must be paid on enrolment to confirm a place in the course
2. Payments can be accepted by the following methods:
 - EFTPOS
 - Online Payment
 - Direct Bank Transfer
 - Credit Card
 - Cash
3. Payment plans are either set up weekly/fortnightly to make regular payments or agreed amounts are paid on agreed dates as per My Flex Training Fees and Charges Policy
4. Government applicable enrolments (only)

DTWD VET Fees and Charges Policy (if applied) informs fee payment structure and includes a census date refund guidance

<https://www.dtwd.wa.gov.au/sites/default/files/uploads/dtwd-vet-fees-charges-policy-v1.0-jan2021.pdf>

Fees and charges for students undertaking publicly funded vocational education and training (VET) in Western Australia must be collected in accordance with the provisions of the Vocational Education and Training Act 1996, Vocational Education and Training (Colleges) Regulations 1996 and/or, where appropriate, as specified in contractual arrangements with training providers.

Important Information Non Payment of Agreed Instalments

Please inform us promptly if you are experiencing any difficulty with managing your payment plan.

We will inform you in the event of the need to make changes to your payment plan.

We will make every effort to work with you to manage any difficulties with your fee payment.

In the event of on payment to the agreed plan the number of instalments may be reduced and the fee amount increased to ensure that fees are paid before your practicum commences in the event of missed payments.

STUDENT PAYMENT PLAN APPLICATION

Applicant Name:

Course Name:

Course Start Date:

Please Select Your Payment Option

Weekly

Fortnightly

I agree to make the following payments over the period stated below:

First Payment	Number of Payments	Amount of Each Payment	Last Payment
Due Week Ending			Due Week Ending

Applicant Payment Declaration

- I agree to pay my course fees on the dates agreed above and understand my obligation to pay by the due dates
- I am aware that failure to meet any payment dates listed above may result in my course being placed on hold, or cancellation of my enrolment
- If I am unable to pay by the agreed dates, I will contact My Flex Training to discuss alternative payment options

As the student payment plan applicant hereby agree to this contract of a payment plan. I make this contract freely and have been informed of the consequences for failure to make payment by the agreed date(s) above and understand that my enrolment may be placed on hold/cancelled if I fail to pay on the agreed dates.

Name:

Date:

Signature: