

Fee Instalment Request Form

About this form

This form is to be utilised to request payment of fees in instalments. Australian College of Technical Studies offers a payment plan option for student facing financial difficulty to pay their fees in instalments via direct debit.

The form is designed to comply with SRTO 2015 clause 5.3 (a) and The National Codes 2018 Standard 2 and 3.

All payment plans are applicable for one (1) academic term and must be finished by the end of each academic term. The length of the payment plan and the instalment amount are determined by the number of fortnights or months in one academic term.

Australian College of Technical Studies has the right to grant or decline the request depending on the student's past and current history of payment and course progress. Australian College of Technical Studies also reserves the right to change your minimum instalment amount depending on the circumstances of your enrolment.

Student Details

Full Name		
Student ID		
Email		
Phone		
Address		
Course (s) Enrolled	1.	
	2.	
	3.	
Course Start Date:		Course End Date:

Reason (s) for paying fees in instalments

Student Declaration

I declare that the documents and information I have provided for the Fee Instalment Request are true and correct. I authorize Australian College of Technical Studies to verify my provided details with any party involved.

Student Signature:

Date:

If fees instalment request is approved

Duration of a payment plan must not exceed one (1) academic term, which is 10 weeks.	Instalments	Amount in AUD (\$)	Payment Due
	First (1st)		
	Second (2nd)		
	Third (3rd)		
	Fourth (4th)		
	Fifth (5th)		
	Sixth (6th)		
	Seventh (7th)		
	Eighth (8th)		
	Ninth (9th)		
	Tenth (10th)		

CEO / General Manager or the nominated person's approval

Name of the Authorized Person:	
Designation:	
Fee Instalment Request Outcome:	
Reason for Decision:	
Signature:	Date: