

TUITION FEE INSTALMENT PLAN FORM

Important Information

This form is to be used by UOW College students that are experiencing financial difficulty in paying full tuition fees by census date. This instalment plan is not available for students with;

- A history of unreliable payment of outstanding fees,
- International students that are enrolling in their first session of English Language program or Academic program, and/or
- Outstanding fees incurred on past enrolments.

If you need more information on whether you are eligible for an instalment plan contract, please contact UOW College Customer Service Help Desk on 02 42528803.

Tuition Fee Instalment Plan Procedure

- Student is required to present their UOW College student ID card for verification.
- Fees Officer will check the student's eligibility i.e. enrolment, current address and payment history.
- Student must not have any outstanding tuition fees and ancillary charges from past sessions. Any outstanding fees must be paid prior to signing a Tuition Fee Instalment Plan contract.
- Student and Fees Officer will complete the Tuition Fee Instalment Plan contract together in which student must read and accept the terms and conditions prior to signing the contract.
- Tuition Fee Instalment Plan contract must be signed in front of Fees Officer.

Instalment Payment Structure

- Tuition fee instalment plan consists of three instalment payments.
- All instalment payments are to be paid by credit card only.
- The due dates for each instalment payment will be calculated based on the number of weeks per Academic Session or as per intake of English Language Program.
- The first instalment payment is due on the first day of class commencement with a minimum payment of 33.34% per Academic session fee or per intake of English Language program fee. A minimum of 33.33% payment for the remaining two instalment payments.

Personal Details	
Student Number	
Name	
Home Address	
Mailing Address (if different from home address)	
Email	
Contact Phone Number	



Course Details																			
Course Name																			
Course Duration																			
Course Commencement Date		Course End Date																	
Instalment Payment Details																			
Total Session or Intake Fees																			
Instalment No.	Instalment Payment %	Payment Due Date	Amount (\$)																
1	33.34																		
2	33.33																		
3	33.33																		
Payment Method (Credit Card Only)																			
<p>I hereby authorise UOW College to debit my credit card for AD\$_____. This authority gives permission for payments to be deducted in three instalment payments for session/intake fee stipulated on this instalment payment plan.</p> <p>Name of Cardholder (please print): _____</p> <p>Signature of cardholder: _____ Expiry Date on card: _____</p> <p>Credit Card Type (please tick): <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard</p> <p>Card Number:</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																			
Terms and Conditions of Tuition Fee Instalment Plan Contract																			

- I accept that by signing and submitting this form:
- a) I agree to abide by the terms and conditions of UOW College Fees and Refund Policy.
 - b) I understand that if the instalment payment is not made by the due date my enrolment will be cancelled without further notice. I also understand that I will not be able to access University of Wollongong and UOW College systems, study resources and sit exams.
 - c) I understand international students who fail to pay and be re-instated will be report to Department of Border Protection & Immigration advising they are no longer an enrolled student of UOW College.
 - d) I understand that the total amount on instalment plan is based on full Academic session fees or English Language program fees as advised on my offer letter.
 - e) The cardholder understands the conditions detailed above and has agreed to authorise deduction on each instalment payment stated on the instalment payment plan.
 - f) I understand that an appeal for extension of payment due dates is not negotiable once the Tuition Fee Instalment Plan contract has been established.
 - g) In the event of a course variation, UOW College reserve the right to deduct the amounts remaining on payment plan or change due dates on payment plan in which you will be advised by email of such changes.

Student Signature: _____ Date: _____

In Presence of: _____ Date: _____

Fees Officers Signature: _____ Date: _____