The Cairnmillar Institute Payment Plan

Payment plans are available to students enrolled at The Cairnmillar Institute and allow the cost of the course (including tuition, amenities and material fees) to be paid off over a period of time.

A payment Plan is established on the following basis:

- Each Payment Plan arrangement will attract a $100 administration fee per course.
- The total cost of the enrolment (including tuition, amenities and materials) must be greater than $3,000 but not exceed $15,000 for eligible students.
- A minimum deposit of 50% is required to be paid at the time of agreement.
- The student must have been issued an invoice before applying for a payment plan
- Regular payments must be made.
- There is no interest payable.
- The total outstanding debt is required to be paid in full on or prior to the last day of the semester.
- Failure to make regular payments will result in a default of your agreement (refer to our terms and conditions contained in this application pack).

Exceptional circumstances

- Other payment options may be available depending on your personal circumstances. Contact our Finance Team to discuss your needs.

Payment Plan process

1. An application is completed by the student and submitted to The Cairnmillar Institute Accounts Department in person, by post to 391-393 Tooronga Road, Hawthorn East, VIC 3123, or via email to accounts@cairnmillar.org.au.

2. The Applicant will be notified of the outcome within five business days.

3. Enrolment at The Cairnmillar Institute will not be finalised until the Payment Plan has been approved and payment of the deposit and administration fee have been received.

4. Confirmation of the Payment Plan arrangement, outlining the payment amount, date of first direct debit and date of final direct debit will be forwarded to the applicant within seven days of approval.

Payment Plan - Terms and Conditions

1. Definitions

"Services" means tuition

"Customer" means student

These conditions shall form part of the payment plan agreement entered into by the customer for services provided by The Cairnmillar Institute.

No contract in respect of services will arise between the customer and The Cairnmillar Institute until such time as the enrolment has been accepted. These conditions shall take precedence over any conditions set out in any previous documents or communications regardless of the date or time of such communications or documents and shall not be varied without the express written consent of The Cairnmillar Institute.

2. Acting in reliance

The customer warrants that the information provided by them in this application form is true and correct. The customer acknowledges that The Cairnmillar Institute, in providing services to the customer, will act in reliance on this information.

3. Fees

Unless otherwise specifically stated, any fees quoted by The Cairnmillar Institute are in Australian currency.

The Cairnmillar Institute reserves the right to change fees at any time.

4. Payment terms

Payment plan terms are subject to the acceptance of this application and validation of

information provided. Payment terms are:

i. A deposit of 50% payable on agreement.
ii. The residual amount (fees minus deposit), are to be paid by equal instalments via a credit card account or direct credit.
iii. A $100 administration fee applies to all applications. This fee is in addition to course fees.
iv. Payment instalments will be determined once fees have been established

5. Sanctions for late payments

In the event that the customer defaults in making payment to The Cairnmillar institute in accordance with the terms and conditions above, The Cairnmillar Institute may in its absolute discretion take the following steps:

i. If payment is not received after 45 days of the due date The Cairnmillar Institute may take legal action to recover the outstanding amounts. All costs including debt collection commissions, solicitor fees and any out of pocket expenses will be the liability of the Customer.

ii. The Customer will no longer be able to attend classes and will be ineligible to graduate until all fees have been recovered.

Payment Plan - student application

Student ID number

Name

Home address

(Number and street name)

(City/suburb) (Postcode)

Postal address

(Street or PO Box)

(City/suburb) (Postcode)

Phone number

(Area code)

Mobile phone number

Driver's Licence/Learner's Permit number

Date of birth

Course title

Course code

Current outstanding loan amount

Estimation of fees payable

Payment Number	Percentage	Fees	Due Date
1	50%		Minimum of 50% of the total fees. Due upon commencement date of the Semester
2			
3			
4			
Total	100%		Fully paid by census date

I, the undersigned, hereby agree that I have read the Terms and Condition and hereby acknowledge my agreement to be bound by such terms and further certify that the information submitted in the credit application is true and correct.

______________________________ ______________________________

(Student signature) (Print name)

____

(Date)

OFFICE USE ONLY:

Payment Plan approved by:

Received by:

______________________________ ____________________

(Director Corporate Services) **Date:**

______________________________ ____________________

(Academic Registrar) **Date:**