

## RTO Form - Student Payment Plan

To request a Student Payment Plan, a student must complete this form and lodge it with the RCC Operations Manager for approval prior to course commencement. A Payment Plan will only commence if the student's request is approved. This form sets out the terms and conditions of the Payment Plan.

### Payment Plan Details

<b>Student Full Name</b>			
<b>Date of Birth</b>			
<b>Home Address</b>			
<b>Phone Number</b>			
<b>Email Address</b>			
<b>Qualification Name</b>			
<b>Qualification Code</b>		<b>Number of units in Qualification</b>	
<b>Course Tuition Fee</b>		<b>Number of Instalments</b>	
<b>Method of payment</b>	<input type="radio"/> EFT (Electronic Funds Transfer via internet banking) <b>Banking Details</b> <b>Account Name:</b> Riverina Community College Ltd <b>BSB:</b> 062 600 <b>Account:</b> 280 000 03 <b>Reference:</b> Use student name <input type="radio"/> Credit card payments at Reception <input type="radio"/> Credit card payments over phone (02) 6933 5555 or 1800 000 212		
	Note: the first instalment payment includes a non-refundable Course Administration Fee of \$250. A separate invoice will be issued for every instalment due; instalment amounts are based on 3 units until all units in the qualification have been invoiced.		
<b>Instalment Payment Schedule (to be completed by RCC)</b>		<b>Amount to be Paid</b>	<b>Approximate Payment Due Date</b>
	Instalment 1	Includes \$250 non-refundable Course Administration Fee.	
	Instalment 2		
	Instalment 3		
	Instalment 4		
	Instalment 5		

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The **VERTO** Group

<p><b>Terms and Conditions</b></p> <p><i>Please read carefully prior to signing the Payment Plan request.</i></p>	<ol style="list-style-type: none"> <li>1. All Payment Plans are made in accordance with RCC's <a href="#">Student Fees, Charges and Refunds Policy</a> which is available on the RCC website or from Reception.</li> <li>2. Payment Plans are only available for course tuition fees or student contributions over \$500 and for full qualifications.</li> <li>3. A non-refundable administration fee of \$250 must be paid at the time of course enrolment and approval of the Payment Plan.</li> <li>4. Instalment payments may be made by using Visa, Mastercard or electronic funds transfer (EFT).</li> <li>5. Instalment payments must be paid in full by the due date for payment otherwise the Payment Plan is void and you may be suspended from the course.</li> <li>6. A late payment fee of \$10 will apply where payment is not received within 5 working days of the due date, and each following month until the date all outstanding payments due are received.</li> <li>7. All amounts owing under the Payment Plan must be paid in full by the conclusion of the course.</li> <li>8. RCC will not issue AQF certification documentation until all amounts owing under the payment Plan have been paid in full.</li> <li>9. If you wish to discontinue a course, you must advise RCC in writing as soon as possible. The RCC Training Coordinator will discuss with you the impact on your Payment Plan.</li> <li>10. Should you withdraw from a course you may have fees owing or be eligible for a refund in accordance with RCC's <a href="#">Student Fees, Charges and Refunds Policy</a>.</li> <li>11. If any of your details change after a Payment Plan is accepted, you must contact RCC and notify any changes as soon as possible.</li> <li>12. If you experience financial difficulty in keeping to this Payment Plan, you must contact RCC's accounts department to discuss your situation. RCC may amend your Payment Plan accordingly.</li> <li>13. RCC may refer recovery of any unpaid fees to a debt collection agency, and you will become liable for any additional costs incurred.</li> <li>14. This request for a Payment Plan must be approved RCC Operations Manager before a Payment Plan will commence.</li> </ol>
<p><b><i>I have read, understand, and agree to the Student Payment Plan Terms and Conditions:</i></b></p>	
<p><b>Student Signature:</b></p>	
<p><b>Date:</b></p>	
<p><b>Parent/Guardian Signature (if under 18):</b></p>	
<p><b>Signed RCC Operations Manager</b></p>	
<p><b>Date:</b></p>	