

# Student Time to Pay Policy

## Policy

- This policy is applicable to:
  - a. Individual students for fees and charges of courses;
  - b. Any Third Party or guarantor responsible for a student's fees and charges of courses
- All applications for Time to Pay shall be made on the prescribed form prior to enrolment.

## Rationale

### *Approval*

- Time to Pay shall only be provided at the discretion of the institute Director or delegated officer.
- Time to Pay may be refused where inadequate identification is provided, institute staff determines an unsatisfactory credit history, or payment terms on previous Time To Pay arrangements have not been adhered to.

### *Time to Pay Plans*

- A minimum deposit of \$75 or 20% of the total cost of enrolment, whichever is the greater, is payable at the time of enrolment.
- The total Time to Pay plan shall be completed at least 30 days prior to the end of the student's program of study for which Time to Pay has been provided.
- Cancellation of enrolment does not necessarily cancel the obligation to make all payments under the Time to pay plan. Please refer to the *TAFE Qld Student Refund Policy*.

### *Recovery Action*

- Repayments not paid by the due date shall be deemed to be overdue and further Time to Pay plans shall not be provided.

- Overdue debts may be referred to a Debt Collection Agency for recovery. This may result in extra costs being incurred by the student.
- Students may be excluded from further tuition if they fail to maintain payments in accordance with their individual Time to Pay plan.

### ***Exclusions***

Time to Pay shall not be extended:

- For enrolment in ACE courses;
- To any person less than 18 years of age, unless a guarantor or third party contract is agreed to by the institute;
- Where the total fees payable are less than \$75.00, unless negotiated with the institute Director or delegated officer.

### ***Refused applications for fee exemptions, refunds and time to pay***

- If the institute director refuses a person's application for a fee exemption, refund or time to pay, the director must give the person written notice of the reasons for refusal.
- The person may, within 7 days after the written notice is given, apply to the director for a reconsideration of the refusal.
- The refusal must be reconsidered by an institute staff member more senior than the staff member who refused the original application.

## **Applicability**

Managers/directors are responsible for implementing this policy.

## **References**

### ***Legislation***

- [Vocational Education, Training and Employment Act 2000](#)
- [Financial Management Standard 1997](#)  
s. 31 Elements of systems for revenue management