

# International Learner

## Tuition Payment Plan – Application and Policy

CRICOS provider Code: 00012G

This form is to be completed by International Learner/s enrolled at Holmesglen and seeking approval for a payment plan for tuition fees. All applications will be assessed on the basis of documented evidence supporting circumstances/reasons for seeking a payment plan. Documented evidence supporting circumstances/reasons must be included with this application.

Student Details			
Holmesglen learner ID		Campus	
Family Name		Given Name(s)	
Email address			
Title	Date of Birth	Mobile No:	
Which course is the payment plan application applicable to			
Circumstances/reasons for seeking payment plan			
Please outline the circumstances/reasons for seeking a payment plan			
<input type="checkbox"/> I confirm the information provided in this form is true and correct. <input type="checkbox"/> I have read and understood Holmesglen's policy in relation to payment plans for tuition fees. <input type="checkbox"/> I have attached the documentation to support my request. <input type="checkbox"/> I will ensure that the fees are paid on or before the agreed payment dates. <input type="checkbox"/> I acknowledge that if instalment payments are not received by the due date, my enrolment will be cancelled and the Department of Home Affairs (DHA) will be notified of my enrolment status. <input type="checkbox"/> I acknowledge that a hold will be placed on my record if I do not adhere to the payment plan schedule. <input type="checkbox"/> I acknowledge that if my application is approved, I understand this is for the current study period.			
Learner's signature		Date	
Printed name			
Welfare Carer's Signature (If student is under 18 years of age and not being cared for by parent/suitable nominated relative)		Date	
Printed name			
<b>For International Centre Admin use only</b>		Date application submitted	Date

## International Learner

### Tuition Payment Plan – Application and Policy

CRICOS provider Code: 00012G

---

Holmesglen will consider applications for a payment plan from learner/s with compelling and compassionate circumstances that impact on the payment of tuition fees in full by the due date set by the Institute.

1. Learners seeking a payment plan for tuition fees will be required to complete a payment plan application available on request from the International Centre or Holmesglen's website- <https://www.holmesglen.edu.au/students/international/forms>
2. All applications received must be accompanied by evidence/documentation that demonstrates compelling and compassionate circumstances exist to support seeking a payment plan.

#### 2.1 Compelling and Compassionate circumstances

Examples of compelling and compassionate circumstances include but not limited to and where possible, must be accompanied by relevant supporting documentation:

- Serious illness or injury, where a medical certificate states that the learner is unable to attend classes
  - Bereavement of close family members such as parent or grandparents (death certificate to be provided)
  - Major political upheaval or natural disasters in home country requiring emergency travel and has impacted on the learner's studies
  - A traumatic experience e.g. Involvement in or witnessing a serious accident or witnessing a serious accident or witnessing or being the victim of a serious crime. This must be supported by police or psychologist reports.
  - Holmesglen Institute is unable to provide a pre-requisite unit.
3. Learners seeking a payment plan must submit your application one week prior to class commencement.
  4. Holmesglen may verify information provided in your application with your agent.
  5. Once your application is assessed, you will receive written notification advising the outcome. If your application is approved, you will be provided with a payment plan letter outlining the details and schedule of payments.
  6. The details and schedule of payments would be as follows:
 

Tuition Fee Deposit	50% of your semester tuition due on the date the payment plan commences
Balances of Tuition Fee	\$TBA due on: 1 April <b>or</b> 1 September
  7. If the Learner obtains permanent resident status or changes their visa subclass after enrolling in a course, the Learner will be liable to pay the tuition fees applying to international students for that study period even if the applicant decides that he/she does not want to continue in the program.
  8. If the Learner decides to cancel their enrolment during the study period in which they have entered into a payment plan, the Learner is required to clear all outstanding payments prior to changing provider.
  9. Learner's who have defaulted on their payment plans will have a hold placed on their account. The hold will block access to the learner's Bright Space account and all other learning resources.
  10. If a learner's enrolment is cancelled due to a default on a payment plan, the learner will need to apply to be reinstated and is required to pay a reinstatement application fee of \$300.