
Enrolment Fees - PART PAYMENT PLAN

How does a Part Payment Plan work?

Part Payment Plans are managed by **Debitsuccess** and are available to students enrolling at Bendigo TAFE. Debitsuccess is an external organisation that provides this service; you will be entering into a contract with Debitsuccess, not Bendigo TAFE, for this payment option.

Every **Debitsuccess** Part Payment Plan arrangement will attract a 5.5% administration fee for the establishment of your plan. The 5.5% is calculated on the full fees payable **after your minimum deposit of \$250** (you may wish to pay an additional deposit amount) is paid.

Part Payment Plans allow the cost of the course (including tuition, student services fee, materials and consumables) to be paid off over a period of time. You must complete your payments 30 days before the end date of your course. If VET Fee Help is available as a payment option for your course, you will only be able to have a Part Payment Plan for your materials, consumables and student services fee (these can't be paid via VET Fee Help).

How do I proceed?

You will be required to pay a deposit of \$250 of your total course fees. You will then be charged 5.5% of the remaining amount as your Part Payment Plan administration fee. This will be added to the outstanding fees and can be paid off over time, as part of your Part Payment Plan. If you are paying your tuition via VET Fee Help and your Part Payment Plan is just for materials, consumables and student services fees, the fees charged will be based on these costs. You will require the following information when applying:

- Credit Card or Bank Details
- Guarantor Form signed by Parent/Guardian (if under 18 or have a guardian for financial matters)
- Budget Assessment (to be completed where fees exceed \$3000. This may also be used as a guide to determine your household income and expenses).
- Email Address
- Mobile Number
- Mailing Address

Step 1: Complete a **Debitsuccess** Direct Debit Request Form online with a Bendigo TAFE Enrolment Officer and sign a payment agreement, supplied by **Debitsuccess** which incorporates a direct debit or recurring credit card authority.

Step 2: Payments will be collected automatically on the specified date and frequencies as agreed.

Termination of Debitsuccess Contract

Withdrawal from training does not necessarily mean you no longer owe Bendigo TAFE enrolment fees.

By signing the **Debitsuccess** agreement you are obligated to continue payments as agreed, unless you qualify for a refund as per the Bendigo TAFE withdrawal and refund policy, available on the Bendigo TAFE website and in the Information for Prospective Students booklet. Please ensure you are familiar with this information.

For additional information, please contact Bendigo TAFE on 1300 554 248 or refer to **Debitsuccess -Terms and Conditions of the Debitsuccess Contract**.

Contact Debitsuccess: E. www.debitsuccess.com or T. 1800 148 848