

RTO Form - Student Payment Plan

To request a Student Payment Plan, a student will complete this form alongside the Student Administration Officer, which will then be lodged with the VERTO Operations Manager for approval prior to course commencement. A Payment Plan will only commence if your request is approved. This form sets out the terms and conditions of the Payment Plan.

Payment Plan Details			
Student Full Name			
Date of Birth			
Home Address			
Phone Number			
Email Address			
Qualification Name			
Qualification Code			
Number of units in the course or qualification			
Student Contribution Amount			
Method of payment	☐ EFT (Electronic Funds Transfer via internet banking) ☐ Credit card payments at Reception or over the phone in Bathurst or Dubbo		
	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 qualification have been invoiced.		
Instalment Payment Schedule (to be completed by VERTO)		Amount to be Paid	Approximate Payment Due Date
	Instalment 1	\$ Includes \$250 non-refundable course administration fee.	
	Instalment 2		
	Instalment 3		
	Instalment 4		
	Instalment 5		
	Instalment 6		

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	Instalment 7		
	Instalment 8		
	Instalment 9		
	Instalment 10		
Terms and Conditions <i>PLEASE READ CAREFULLY PRIOR TO SIGNING THE PAYMENT PLAN REQUEST</i>	1. All Payment Plans are made in accordance with VERTO's Fees, Refund and Transfer Policy which is available on the VERTO website or from Reception. 2. Invoices are to be paid within 7 days of the invoice being issued. 3. Payment Plans are only available for course tuition fees or student contributions over \$500 and for full qualifications. 4. A non-refundable administration fee of \$250 must be paid at the time of course enrolment and approval of the Payment Plan. This fee is included in your student fee and not an additional fee. 5. Instalment payments may be made by using Visa, Mastercard or electronic funds transfer (EFT). 6. 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. 7. All amounts owing under the Payment Plan must be paid in full by the conclusion of the course. 8. VERTO will not issue AQF certification documentation until all amounts owing under the payment Plan have been paid in full. 9. If you wish to discontinue a course, you must advise VERTO in writing as soon as possible. One of our Student Support Coordinators will discuss with you the impact on your Payment Plan. 10. Should you withdraw from a course you may have fees owing or be eligible for a refund in accordance with VERTO's Fees, Refund and Transfer Policy. 11. If any of your details change after a Payment Plan is accepted, you must contact VERTO and notify any changes as soon as possible. 12. If you experience financial difficulty in keeping to this Payment Plan, you must contact VERTO's accounts department to discuss your situation. VERTO may amend your Payment Plan accordingly. 13. VERTO may refer recovery of any unpaid fees to a debt collection agency, and you will become liable for any additional costs incurred. 14. This request for a Payment Plan must be accepted on behalf of VERTO by the Operations Manager before a Payment Plan will commence.		



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<i>I have read, understand, and agree to the Student Payment Plan Terms and Conditions:</i>	
Student Signature:	
Date:	
Parent/Guardian Signature (if under 18):	
Signed on behalf of VERTO by the Operations Manager:	
Date:	