

INSTALMENT PAYMENT PLAN APPLICATION, DEPOSIT AGREEMENT 2014

Can I apply for the NMIT/Melbourne Polytechnic *Instalment Payment Plan* (IPP)? Please read carefully before proceeding.

Enrolling in a Higher Education course.	NO you cannot apply
Enrolling as an International Student in a course.	NO you cannot apply
Enrolling in a Fee For Service Institute Accredited course.	YES if your tuition fees are greater than AU\$300
Enrolling in a Certificate I-IV course.	YES if your tuition fees are greater than AU\$300
Enrolling in a Diploma/Advanced Diploma course *.	YES if your tuition fees are greater than AU\$300 *
*PLEASE NOTE: If you are eligible for a Government Funded Place in a Diploma/Advanced Diploma course and you ARE ELIGIBLE for VET FEE-HELP you CANNOT apply for the NMIT/Melbourne Polytechnic <i>Instalment Payment Plan</i>.	
In addition to the above - Course duration MUST be one semester or more.	

To apply for an NMIT/Melbourne Polytechnic *Instalment Payment Plan* you must:

1. Read the *Agreement* overleaf and accept the *Terms and Conditions* by signing.
2. Pay a deposit which is: 20% of your tuition fees **PLUS**
100% of the Student Services and Amenities Fees AND Materials & Ancillaries Costs.

On approval of the NMIT/Melbourne Polytechnic *Instalment Payment Plan* form by the Instalment Payment Officer, a confirmation email will be sent to you and your nominated parent/guardian outlining the scheduled payment dates which require payments as follows:

- 1st instalment - 20% of tuition fees.
- 2nd instalment - 20% of tuition fees.
- 3rd instalment - 20% of tuition fees.
- 4th and final instalment - 20% of tuition fees.

NB: Students falling into arrears with payments will be unable to continue their course.

For any enquiries please contact Information Services Department Instalment Plan Officer p: 03 9269 1486 or 03 9269 1249

1. Student to complete this section. PLEASE PRINT CLEARLY.

NMIT/Melbourne Polytechnic Student Number

Legal Family Name

Legal Given Names

Address Suburb Postcode

Phone Home Work Mobile

Student Email

Parent/Guardian Email

Date of Birth Day Month Year

Gender Female Male

2. Client Services Officer to complete this section. PLEASE PRINT CLEARLY.

Course Name: Internal Course Code:

Classes Commence: Classes Finish:

Client Services Officer Signature:

Client Services Officer Name: Please print Date:

Receipt No. Date:

IPP Agreement No. Date Sent:

Flag Set: Flag Removed:

Notes: _____

DEPOSIT	AMOUNT
20% of Tuition FEES	
Student Services and Amenities Fees	
Materials and Ancillaries Costs	
TOTAL DEPOSIT	
IPP Amount	

INSTALMENT PAYMENT PLAN TERMS AND CONDITIONS 2014

- To be eligible for an NMIT/Melbourne Polytechnic *Instalment Payment Plan* you must be a student enrolling in an NMIT/Melbourne Polytechnic Institute Accredited, Foundation, Certificate I, Certificate II, Certificate III, Certificate IV or Diploma/Advanced Diploma* course with tuition fees in excess of AU\$300.
* If you are eligible for a Government Funded place in a Diploma/Advanced Diploma course and you are eligible for VET FEE-HELP you cannot apply for the NMIT/Melbourne Polytechnic *Instalment Payment Plan*.
- NMIT/Melbourne Polytechnic *Instalment Payment Plans* are only available for Tuition Fees. Student Services and Amenities Fees and Materials Fees cannot be included in a *Payment Plan*.
- The student is entitled to only one NMIT/Melbourne Polytechnic *Instalment Payment Plan* at a time. Failing to honour an NMIT/Melbourne Polytechnic *Instalment Payment Plan* will result in the student not being eligible for NMIT/Melbourne Polytechnic *Instalment Payment Plans* in the future.
- The student entering into an NMIT/Melbourne Polytechnic *Instalment Payment Plan* must have the capacity to pay their Tuition Fees within the terms of the agreement.
- Employers or other third parties are not permitted to enter into an NMIT/Melbourne Polytechnic *Instalment Payment Plan* agreement.
- The student must pay an upfront deposit which consists of:
 - 20% of the tuition fees **PLUS**
 - 100% of the Student Services and Amenities Fees and Materials costs.
- After the deposit is paid the NMIT/Melbourne Polytechnic *Instalment Payment Plan* will consist of the remaining tuition split into four (4) payments, payable by the due dates stipulated in the NMIT/Melbourne Polytechnic *Instalment Payment Plan* confirmation.
- Five days after a payment due date, a reminder email will be sent advising the outstanding instalment amount and a due date for the payment of the amount.
- If the outstanding amount prescribed in the email has not been received by the due date the following services will be denied or suspended:
 - The current course enrolment.
 - Academic and administrative services.
 - Transcripts, certificates and other records of status.
 - Access to NMIT/Melbourne Polytechnic systems and facilities.
 - Access to sit for examinations.
 - The right to enrol in any other NMIT/Melbourne Polytechnic course .
- A student withdrawing from the course or subject must complete an NMIT/Melbourne Polytechnic *Amendment to Enrolment* form and submit the form at any campus Information Centre.
- If a student withdraws from a course they may be eligible for a refund. Refunds are subject to NMIT/Melbourne Polytechnic Student Enrolment Fees and Charges Policy. An NMIT/Melbourne Polytechnic *Application for Refund of Fees* form must be completed by the student. This form is available at any campus Information Centre or can be downloaded from www.nmit.edu.au/forms/#academic.
- All correspondence relating to the NMIT/Melbourne Polytechnic *Instalment Payment Plan* will be forwarded to the email address provided by the student at the time this agreement is activated. It is the student's responsibility to advise NMIT/Melbourne Polytechnic of any change to the email address during the period of this agreement by completing an NMIT/Melbourne Polytechnic *Amendment to Personal Details* form which is available at any campus Information Centre or can be downloaded from www.nmit.edu.au/forms/#academic
- You may nominate a Parent/Guardian email address for payment notification. NMIT/Melbourne Polytechnic *Instalment Payment Plan* schedules, reminders and overdue payment notices will also be sent to this email address.
- Where an email address is not available, arrangements can be made for correspondence to occur via post. It is the student's responsibility to advise NMIT/Melbourne Polytechnic of any change to address during the period of this agreement by completing an NMIT/Melbourne Polytechnic *Amendment to Personal Details* form which is available at any campus Information Centre or can be downloaded from www.nmit.edu.au/forms/#academic

I have read and accept the Terms and Conditions of the Agreement.

Student Signature:

Student Name: Please print

Date: