

Chisholm

IMPORTANT INFORMATION FOR STUDENTS

Tuition Fees Staged Payment Plan for Eligible Students

Staged Payments



Chisholm Institute is introducing a Staged Payment Plan to assist Eligible Students enrolling in Certificate I – IV courses with the payment of their Tuition Fees.

Registered
VRQA
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Who is an Eligible Student?

A student who is an Australian Citizen or Permanent Resident and who is enrolling in a Certificate I – IV course, where the tuition fees exceed \$900.00 per enrolment.

Can full fee paying students access a Staged Payment Plan?

Yes. Staged Payment Plans are available to government subsidised and full fee paying students who meet the eligibility test.

Can I use a Staged Payment Plan to assist with the payment of Student Services & Amenities fees and/or Materials Fees?

No. Staged Payment Plans are only available to assist with the payment of Tuition Fees.

If I am under 18 years of age can I access a Staged Payment Plan?

Yes, however you will require a parent or guardian to enter into the Payment Agreement on your behalf.

Can my Employer enter into a Staged Payment Plan to pay my fees?

No. Staged Payment Plans are only available to individual eligible students.

How do I access a Staged Payment Plan?

Speak to your enrolling officer at your enrolment session. If you are eligible, the enrolling officer will refer you to the Office of Students to complete a Payment Plan Agreement.

How do I make payments against my Payment Plan?

Chisholm Institute Payment Plans split tuition fees into four (4) equal payments. Upon enrolment an eligible student must pay 25% of the calculated tuition fees, plus the full amenities, materials and any other fees & charges.

Three (3) further monthly payments are payable in person at any Chisholm Institute reception counter by the due date indicated on the Staged Payment Plan Agreement. There are no other payment options available at this time.

Can I pay more than the scheduled payment?

Yes. The minimum amount paid each month must be the scheduled payment amount, however you can pay any amount above the scheduled payment amount at any time.

Can I pay before the due date?

Yes. You must pay no less than the scheduled payment by the due date, however you can pay any amount at any time to pay off your Payment Plan.

Can I pay off my Payment Plan early?

Yes. Payment Plan can be paid off before the due date for the final instalment. Students have the option to pay their Payment Plan in four (4) payments, however the Payment Plan can be paid in fewer payment and paid off early.

What happens if I am late or miss a payment?

Initially, you will be sent a reminder by email requiring the outstanding amount to be paid by a specified date. If you make the payment in full by that date the Payment Plan Agreement will continue and you will remain an Enrolled Student at Chisholm.

If you fail to pay the outstanding amount by the specified due date your enrolment will be suspended, your access to Chisholm systems will be suspended and you will not be permitted to attend classes until the amount outstanding has been paid.

What happens if I withdraw from my course or some classes?

Subject to Chisholm Institute's Fees, Charges & Refunds Policy a student is liable for all their fees and charges even if they withdraw. If a student withdraws within the refund period stipulated in the Institute's Fees, Charges & Refunds Policy, the Payment Plan will be adjusted as required.

**For further information email:
payments@chisholm.edu.au**