

Privacy Disclaimer

TAFE Queensland is collecting your personal information in accordance with Standards for Registered Training Organisations (RTOs) 2015, standard 5.3. The information will only be accessed by authorised employees of TAFE Queensland. Some of this information may be given to the National VET Regulator (ASQA) and/or Department of Education and Training for audit and/or reporting purposes. Your information will not be given to any other person or agency unless you have given us written permission or we are required by law.

Terms and Conditions

- An applicant must be 18 years of age or older. A student under 18 years of age may apply with a Guarantor, please see below.
- The total Payment Plan shall be completed at least 30 days prior to the end of the student's program of study for which Payment Plan has been provided, this includes all government and non-government funded programs.
- Cancellation of enrolment does not necessarily cancel the obligation to make all payments under the Payment Plan. Please refer to the [TAFE Queensland Student Refund Policy](#).
- Financial capacity to meet the Payment Plan instalments must be demonstrated.
- Payment Plans are only available for enrolments with total fees and charges greater than \$500 and for programs six (6) weeks or longer unless negotiated with the General Manager or delegated officer.
- A minimum deposit of 25% of the total cost of the enrolment is payable at the time of enrolment.
- The instalments are due fortnightly via Direct Debit.
- Default on agreed instalment payment may result in a certificate not being issued for any completed qualifications.
- RPL Students – Payment Plan to be completed by students Close of Study date. Minimum deposit of 25% of enrolment fee payable at time of enrolment.

Student details (Please use BLOCK letters and print your name in full)

Student number: <i>(if known)</i>	Family name:	Given name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth:	Gender	
<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	

Student contact details

Address:	Suburb:	Post code:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile:	Home phone number:	Email address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Concession eligibility

Do you have a valid concession card?	If yes, what type of card do you hold:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Health Care Card (HCC) <input type="checkbox"/> Pension Care Card (PCC)	
Name as it appears exactly on the card:	CRN number:	Are you listed as a dependent on the card?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the primary card holders name as it appears exactly on the card:	Primary card holders CRN number:	
<input type="text"/>	<input type="text"/>	

Citizenship details (Please mark one box)

Australian Citizen <input type="checkbox"/>	New Zealand Citizen <input type="checkbox"/>	Australian Permanent Resident <input type="checkbox"/>	Student Visa <input type="checkbox"/>
Temporary Resident Visa <input type="checkbox"/>	Visitor's Visa <input type="checkbox"/>	Business Visa <input type="checkbox"/>	Holiday Visa <input type="checkbox"/>
Other Visa <input type="text"/>	If entry to Australia is on a Visa, country of citizenship? <input type="text"/>		

Important: A guarantor is required if the student is under 18 years of age

Please note that you may also choose to provide a guarantor for financial reasons if you are over 18 years of age

Will you be supplying a guarantor for your Payment Plan? Yes No

If you answered, Yes, please have your guarantor complete the guarantor details section below before proceeding, if you are not using a guarantor please go straight to page 3.

Guarantor (Complete if applicable)

Guarantor details (Please use BLOCK letters and print your name in full)

Family name: Given name: Date of birth: Gender Male Female

Guarantor contact details

Address: Suburb: Post code:
Mobile: Home phone number: Email address:

Citizenship details (Please mark one box)

Australian Citizen New Zealand Citizen Australian Permanent Resident Student Visa
 Temporary Resident Visa Visitor's Visa Business Visa Holiday Visa
 Other Visa If entry to Australia is on a Visa, country of citizenship?

Cultural diversity

Were you born in Australia? Yes No
Do you identify yourself as any of the following? (Please mark one box if applicable)
 Aboriginal Torres Strait Islander South Sea Islander None of the

Guarantor declaration

I _____ (name of Guarantor) confirm that I am willing to be a Guarantor for _____ (name of Applicant).

* Cancellation of enrolment does not necessarily cancel the obligation to make all payments under the Time to Pay plan.

I am aware of, understand, and agree that I will be liable to pay all money owing by the applicant if they default in paying the debt under the payment plan and I declare that all information supplied is true and correct.

Guarantor signature: Date:

The following documentation must be supplied by the student, and the guarantor (if applicable):

- Proof of income e.g. recent payslip or Centrelink payment advice dated within the last two (2) months
- Proof of identity i.e. current photo identification which includes current residential address
- A bank statement to verify account details for direct debiting purposes

Financial viability

Income and expenses listed below are related to:

Student

Guarantor

Please list your fortnightly income details:

Work (wages):	\$
Centrelink income:	\$
Parent/spouse:	\$
Other:	\$

Please list your fortnightly expense details:

Rent / Board / Mortgage:	\$
Telephone / Mobile:	\$
Electricity / Gas / Water:	\$
Food:	\$
Petrol and/or transport:	\$
Credit card repayments:	\$
Loan repayments:	\$
Entertainment :	\$
Other:	\$

Total fortnightly income: \$

Total fortnightly expenses: \$

Student declaration

You must indicate that you agree to all of the below:

- I agree that all information is true and correct.
- I have read and understood the TAFE Queensland South West Terms and Conditions.
- I understand that approval of my application will commit me to an agreed schedule and that failure to make payment may result in ineligibility for a payment plan in the future and the full outstanding balance will become immediately due and payable.
- Even if I withdraw my enrolment, I may still owe the unpaid fees if the courses have commenced, regardless of whether I actually attended the course.
- These details may be used to collect outstanding debt through a collection agency at my expense.
- I give consent to TAFE Queensland South West to obtain my consumer credit file for the purposes of this application.

I agree to the above conditions and will make payments on or before the due date of the Payment Plan.

Student signature:

Date:

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Region use only

Campus: _____ Course: _____ DP number: _____

Identification provided for student/guarantor (outline):

 Yes

 No

Date: _____

Application approved?

Total fees

Deposit paid

Credit approved

Yes No

\$ _____

\$ _____

\$ _____

Payment Schedule provided

Date: _____

Direct Debit set up

Applications under \$500 – approved by Finance Manager

Date applicant informed in writing:

Signature of CSO:

Date:

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