

## Student Payment Plan Agreement

### PERSONAL DETAILS (please use block letters) – This name will appear on your certificate

Title Mr <input type="checkbox"/>		Mrs <input type="checkbox"/>		Miss <input type="checkbox"/>		Ms <input type="checkbox"/>		Dr <input type="checkbox"/>		Gender		Female <input type="checkbox"/>		Male <input type="checkbox"/>	
Given Name/s								Surname							
Date of Birth								Town/Suburb							
Residential Address															
Postal Address								Telephone (H)							
State				Postcode				Telephone (W)							
Email address								Mobile							

### TRAINING COURSE UNDERTAKING

EEHA  
  EEHA Ref  
  Cert IV HA  
  Cert IV HA (Gap)  
  HV Switching  
  HV Switching Ref  
  HV Switching & Coord  
 HV Switching Ref & Coord  
  Cert IV Instro  
  Design, Plan & Classify  
  EEM  
  Other:

### PREFERRED PAYMENT OPTION

Option 1	<input type="checkbox"/> \$      Deposit & \$      weekly payments
Option 2	<input type="checkbox"/> \$      Deposit & \$      monthly payments
Option 3	<input type="checkbox"/> Other (Please specify):

### TO APPLY FOR A PAYMENT PLAN YOU MUST:

1. Read the *Agreement* and accept the *Terms and Condition* by signing.
2. Pay a deposit which is a minimum of 20% of your Tuition Fees, **PLUS** 100% of Course Material Fees (if applicable)

### ON APPROVAL

On approval of the Volt Edge Payment Plan form by the National Training Coordinator, a confirmation email will be sent to you outlining the scheduled payment dates which require payments as follows:

**C:** Four equal payments. **Note:** rounding may apply in the final payment.

**D:** Four or Eight equal payments (subject to course duration). **Note:** rounding may apply in the final payment.

**Students will not receive Certificates/Statements of Attainments until final payment is finalised.**

### OFFICE USE ONLY:

Approved by:		Date:
Student Emailed:	Yes <input type="checkbox"/>	Date:

## PAYMENT PLAN TERMS & CONDITIONS

1. To be eligible for a Volt Edge Payment Plan you must be a student enrolling in a Volt Edge Accredited, Skill Set or Certificate IV\* course with tuition fees in excess of AU\$1,100.
  - If you are eligible for a Government Funded place in a Certificate IV course and you are eligible for Higher Level Skills Funding you cannot apply for the Volt Edge Payment Plan.
2. Volt Edge Payment Plans are only available for Tuition Fees. Course Materials Fees cannot be included in a Payment Plan.
3. The student is entitled to only one Volt Edge Payment Plan at a time. Failing to honour a Volt Edge Payment Plan will result in the student not being eligible for Volt Edge Payment Plans in the future.
4. The student entering into Volt Edge Payment Plan must have the capacity to pay their Tuition Fees within the terms of the agreement.
5. Employers or other third parties are not permitted to enter into a Volt Edge Payment Plan agreement.
6. The student must pay an upfront deposit which consists of:
  - 20% Minimum of the Tuition Fees PLUS
  - 100% of the Course Materials Fees.
7. After the deposit is paid the Volt Edge Payment Plan will consist of the remaining tuition and split into four (4)/eight (8) payments, payable by the due dates stipulated in the Volt Edge Payment Plan confirmation.
8. 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.
9. If the outstanding amount prescribed in the email has not been received by the due date the following services will be denied or suspended:
  - (i) The current course enrolment.
  - (ii) Transcripts, certificates and other records of status.
  - (iii) Access to Volt Edge systems and facilities.
  - (iv) The right to enrol in any other Volt Edge course.
10. A student withdrawing from the course or subject must complete a Volt Edge Withdrawal Request Form and submit the form to [training@voltage.com.au](mailto:training@voltage.com.au)
11. All correspondence relating to the Volt Edge 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 Volt Edge of any change to the email address during the period of this agreement.
12. Volt Edge Payment Plan schedules, reminders and overdue payment notices will also be sent to this email address.
13. Failure to finalise payment will result in student details being passed on to a third party organisation for collection.

Applicants Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_