

## Third-Party Payment Agreement

This form is used to establish the agreement of a student and a business or other entity to pay the fees, additional costs and other charges associated with a student's enrolment or related service at TAFE NSW. Sections marked with \* are mandatory.

Please return the completed form prior to the commencement of studies to Student Services via:

### \*Section 1 – Third-Party Details

Business/Entity name	ABN		
Contact Name	Position		
Email Address	Phone		
Street Address			
Suburb	State	Postcode	Country
PO Box	PO Box Suburb	PO Box Postcode	
Purchase Order Number			
If paying by P Card please provide: Credit Card Holder Name		Email Address:	

Complete the following if the business/entity is registered as a Trust and is not a charity:

Hint: Look up the ATO [ATO ABR Register](#) to verify if the entity type is a Trust; and if yes obtain the following information from your Finance Department or Accountant:

Name of company behind the trust

ACN (Australian Company number)	ABN (Australian Business Number)
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### \*Section 2 – Student Details

TAFE NSW Student ID	Course Name
Family name	Local Offering (Cal-occ-code)
Given name	Campus/Region
Date of Birth	
Employment status:	Apprentice      Trainee      Neither

### \*Section 3 – Payment Details (TAFE NSW Student Services to list the applicable fees and description)

**Fees, additional costs and other charges to be billed:** (The Third-party to nominate the items for billing)

Student/Concession fee	\$	
Additional cost/charge 1	\$	Description
Additional cost/charge 2	\$	Description
Additional cost/charge 3	\$	Description
Total fee	\$	How many fees/charges/costs nominated (in words)

## Payment Selection (Third-Party to tick one box only)

Lump-sum payment

By instalments (Note 1&2)

**Note 1** – The student/concession fee may be payable by instalments. Additional costs and other charges must be paid in a lump sum and will be billed upon first instalment.

**Note 2** – The instalment plan available for this course is below. TAFE Student Services to list applicable instalment plan:

Fee Plan	Instalment 1	Instalment 2	Instalment 3	Instalment 4	Instalment 5	Instalment 6	Instalment 7	Instalment 8	Instalment 9
Fee Amount									
Payment Due Date									

### \*Section 4 – Third-Party Agreement

By signing this document, I agree and acknowledge;

- I am authorised to approve this agreement on behalf of the business/entity named above and I have read and I accept the terms and conditions in *Section 6 – Privacy Statement* and *Section 7 - Payment Terms and Conditions*.
- To pay all the nominated fees, additional costs and other charges by the due date(s), otherwise TAFE NSW may suspend or cancel this enrolment, refer the outstanding debt to a debt collection agency and will withhold award/results for any course.

Name

Signature

Date

### \*Section 5 – Student Agreement

By signing this form, I agree and acknowledge:

- I am liable for all fees, additional charges and other costs associated with my enrolment including where the third party;
  - terminates the agreement
  - fails to make payment in accordance with TAFE NSW payment terms
  - does not nominate the fee, additional charge or other cost for payment in the agreement.
- I have read and I accept the terms and conditions in *Section 6 – Privacy Statement* and *Section 7 - Payment Terms and Conditions*.
- To pay all fees, additional charges and other costs by the due date(s), otherwise TAFE NSW may suspend or cancel this enrolment, refer the outstanding debt to a debt collection agency and withhold award/results for any course.

Name

Signature

Date

### Section 6 – Privacy Statement

TAFE NSW is committed to protecting your privacy in accordance with all applicable privacy laws. The parties acknowledge and agree that TAFE NSW will collect, store, use and disclose your personal information in accordance with TAFE NSW's Privacy Statement, which is available at [www.tafensw.edu.au/privacy](http://www.tafensw.edu.au/privacy) or on request.

### Section 7 – Terms and Conditions

#### Payment of fees, additional costs and other charges

- All student fees and charges are reviewed on a yearly basis and are subject to change.
- An enrolment is not complete and a person is not entitled to attend class and/or participate in training until this Third-Party Payment Agreement has been completed and returned to TAFE NSW, or either the relevant student fee has been paid (or fee instalment by due date), the concession fee or have been exempted from the student fee.
- An agreement will not be established where the third-party is identified as a bad debtor with TAFE NSW.
- Payment options are provided on the invoice issued to the business/entity. You MUST quote the invoice number or reference number when making payment. If the student has already received a fee notification, the third party must NOT quote the fee notification reference number.
- TAFE NSW will NOT accept cash for payment of fees or enrolment-related charges. You may pay by Electronic Funds Transfer (EFT), Credit Card, BPay, cheque or money order payable to TAFE NSW. Please call 1300 338 233 to make payment by Credit Card. All other payment details are provided on the Tax Invoice.
- The third-party payment terms are 30 days from the date of invoice.
- Student payment terms is by the due date of the invoice.
- You may have the option to pay the student fee in more than one instalment.
- You will be notified when second and/or further payments are due.

#### Fee Categories

- Students who receive a specified Commonwealth benefit or allowance may be eligible to pay a concession fee per course, up to and including Certificate IV, instead of the student fee.

- Aboriginal or Torres Strait Islander students who live or work in NSW, or live in identified border postcodes, may be exempt from paying the student fee in subsidised training.
- Students in receipt of the Disability Support Pension or students with a disability (clients of a Teacher/Consultant) may be exempt from paying the student fee in subsidised training.

**Note:** The concession fee may be payable by instalments. Check with the college of enrolment.

**Note:** NSW Apprentices and trainees must provide proof of their status as an apprentice or trainee at time of enrolment.

**Note:** Welfare/Benefit recipients must provide a CRN and/or documentary evidence to be eligible for a Concession fee.

For more information about fees, additional costs and other charges go to <https://www.tafensw.edu.au>.

#### **Additional charges may apply to the course for:**

- essential equipment and items that become property, such as, chef knives, licence fees;
- an optional charge for items that are not essential for your study, such as exotic or non-standard flowers or other raw materials
- an optional charge for alternate forms of access to an item or service that is essential for your training, such as a textbook, rather than the on-line materials.
- The student fee (or fee exemption) is for the first attempt at training, including the Unit/s of Competence (UoC) within your course. Additional fees may apply for a second/repeat attempt at a UoC.

#### **Agreement Termination - If the third-party elects to terminate this agreement:**

- The third-party must provide advice in writing to TAFE NSW specifying the request and grounds for termination of the agreement.
- The date TAFE NSW receives the agreement termination in writing becomes the termination effective date.
- The third-party remains liable for any unpaid amount due prior to or on the agreement termination effective date.
- A refund will be applied to pre-paid future fee instalments due after the agreement termination effective date.
- The student will be notified of the agreement termination and reason in writing and a TAFE NSW Fee Notification provisioned for all outstanding fees.
- An instalment plan may be established for the student's remaining student/concession fees where applicable.

#### **TAFE NSW will terminate this agreement where:**

- The student discontinues training upon exclusion from all TAFE NSW services due to a conduct and disciplinary matter.
- The third-party fails to meet payment terms.
- Withdrawal notification is received in writing.

#### **Withdrawal**

- Students who withdraw from their training are required to notify their campus in writing.
- Students who have not demonstrated participation and/or attendance in their study on a regular basis will be contacted to determine their status of continuing or withdrawing from their studies. TAFE NSW will assist a student to re-commence studies, however if no response is received within times specified, action will be taken to withdraw the enrolment.

#### **Refund of the Student/Concession Fee - A refund of the student fee may be given in the following circumstances:**

- Enrolment in a course that has been cancelled by TAFE NSW.
- Overpayment of fees.
- Formal notice of withdrawal is received by the campus, prior to the start of the course.
- The Smart and Skilled fee for the course was paid, and then a fee exemption was granted, dated to the course start date.
- Enrolment in training less than 1 week duration and formal withdrawal notification is received by the campus at least 5 business days prior to the start of the course.
- If, after the course start date, formal advice of withdrawal is received, and future fee instalments have been pre-paid, a refund of the pre-paid fee instalment/s may be applicable.
- Where the third party terminates this agreement, and where future dated fee instalments have been pre-paid, a refund of the pre-paid fee instalment/s may be applicable to the third party, with all remaining unpaid fees becoming the obligation of the student.

#### **Section 8 – How to use this form**

- TAFE NSW Student Services to list the fees, additional costs and other charges, the descriptions and instalment plan available.
- TAFE NSW Student Services staff to provide this form to the student
- Student to provide form to third-party
- Third-party and student to complete the required information and sign
- Submit completed form to TAFE NSW Student Services staff to process Third Party Payment agreement within the student management system

#### **Section 9 – Office use only**

SAP Business partner number

Local Offering (Cal-Occ-Code)

Form checked and copy saved in Student Management System by:

Name

Region

Campus

**Signature**

**Date**