Guidelines for Requesting a Payment Plan for International Students

December, 2014

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Responsible Officer | Chief Operating Officer
Approved by | Chief Operating Officer
Approved and commenced | December, 2014
Review by | December, 2017
Relevant Policy or Procedure the Guideline supports | International Student Tuition Fee Collection Policy
Responsible Organisational Unit | Student Centre
Executive Summary

These guidelines aim to guide the implementation of payment plans for international students who are unable to pay their tuition fees due to exceptional circumstances.

More information

For further information, contact the Fees Unit Email: Fees.Unit@utas.edu.au

Eligibility

A payment plan allows eligible students to pay their tuition fees in instalments throughout the semester. The instalment dates are fixed and cannot be changed, as are the instalment amounts, which are based on the tuition fee.

Payment plans are only available to international students who are unable to pay their fees by the due date, because of special circumstances.

Payment plans are only available in study periods 1 and 2. Payment plans are not available in non-standard study periods (summer, winter or spring schools).

Applications

International students who are having difficulty paying their tuition fees in exceptional circumstances should complete the Application for Payment Plan form to apply to pay their tuition fees in instalments.

Applications for payment plans must be received on or before the due date of tuition fees of the relevant study period. If full payment of fees or an application for a payment plan has not been received by this date, the student’s enrolment will be cancelled.

In order for the payment plan application to be considered, a student must have read and followed the instructions on the application form, including providing appropriate supporting documentation.

A payment plan received after the due date must be accompanied by a $200 late application fee and the instalment of the due date for example a student puts in an application 5 days late, payment of the first instalment dates needs to be made.

If enrolment has been cancelled, due to non-compliance with the payment plan, a further $200 reinstatement application fee may be payable.

Exceptional Circumstances

Examples of exceptional circumstances include (all must be accompanied by relevant supporting documentation):

- receiving a cheque that is in a foreign currency and waiting for it to be cleared by an Australian bank; or
- significant political unrest in the applicant’s home country which has impacted on the ability to access funds; or
- unforseen, significant medical expenses, for the applicant or their family, that could not have been anticipated; or
- a change in employment circumstances, such as an applicant’s parent/guardian becoming unemployed or an unforseen reduction in hours,
OR an applicant’s parent/guardian who is self-employed and the business has significant debts owed by creditors; or

- tuition fees were previously paid by a sponsor and through circumstances beyond the applicant’s control this arrangement has ceased

3.3 Sanctions

Students who have not paid their tuition fees by the due date will be automatically sanctioned, even if their application for a payment plan is approved, until such time as the outstanding fees are paid in full. The sanction will block access to all final result across the full enrolment record, block production of an academic transcript and prevent graduation. The sanction will only be removed when all outstanding fees are paid in full. The sanction is not reported to the Department of Immigration and Border Protection (DIBP) and will not affect student visas.

3.4 Non Compliance

Students who are approved for a payment plan must complete their payments in accordance with the payment plan and have cleared their tuition fee by the last payment due date on the payment plan application. If the agreed payments are not made by the due date, the enrolment will be cancelled.

Any enrolments cancelled due to non-payment of fees will be reported to International Compliance.

3.5 Reinstatement

If enrolment is cancelled due to non-compliance with a payment plan, the student will need to apply for reinstatement and pay a reinstatement application fee of $200. Reinstatement process can be found at http://www.utas.edu.au/fees/FAQs-International/reinstatement-of-enrolment-following-cancellation.

If reinstatement is approved, any remaining outstanding fees for the study period will be payable immediately, prior to successful completion of units being applied to the Academic Record. No further time extensions will be granted for the current study period.

4 Glossary

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census Date</td>
<td>The date by which all enrolments and fee obligations must be finalised.</td>
</tr>
<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
</tr>
<tr>
<td>Sanction</td>
<td>A sanction is a flag that is automatically set against an individual student record when the student has outstanding tuition or other University debts. The sanction will block access to all final results across the full enrolment record, block production of an academic transcript and prevent a student from graduating.</td>
</tr>
</tbody>
</table>
Special Circumstances

The Commonwealth specifies circumstances in which a University will be satisfied that they apply to a student that:
- Are beyond the person's control
- Do not make their full impact on the person until on or after the census date for the unit of study in question
- Make it impracticable for the person to complete the requirements for the unit of study during the period which the person undertook, or was to undertake, the unit.

5 Versioning