

Staff Use Only – Client Services

Form received 1/6/09 – 10/7/09

1. Supporting documentation attached?

- Yes, go to 2 No, automatically reject

2. Check payment plan Fee Range category selected by student (page 1) against USRS (4, 7) and amend if necessary.

- Checked, go to 3

3. Has student signed page 1 of application

- Yes, go to 4 No, automatically reject

4. Has student signed page 2 of application

- Yes, go to 5 No, automatically reject

5. Photocopy page 1 of application and give to student

- Yes, go to 6

6. Client Services staff name: _____ Date Received: _____

Form received 11/7/09 – 24/7/09

1. Supporting documentation attached?

- Yes, go to 2 No, automatically reject

2. Check payment plan Fee Range category selected by student (page 1) against USRS (4, 7) and amend if necessary.

- Checked, go to 3

3. Has student attached receipt of initial payment as per page 1?

- Yes, go to 4 No, automatically reject

4. Has student signed page 1 of application

- Yes, go to 5 No, automatically reject

5. Has student has signed page 2 of application

- Yes, go to 6 No, automatically reject

6. Photocopy page 1 of application and give to student

- Yes, go to 7

7. Client Services staff name: _____ Date Received: _____

Form received 25/7/09 onwards

1. Supporting documentation attached?

- Yes, go to 2 No, automatically reject

2. Check payment plan Fee Range category selected by student (page 1) against USRS (4, 7) and amend if necessary.

- Checked, go to 3

3. Has student attached receipt of initial payment as per page 1?

- Yes, go to 4 No, automatically reject

4. Has student paid \$200 late application fee?

- Yes, go to 5 No, automatically reject 7

5. Has student's enrolment been cancelled WC?

- Yes, go to 6 No, go to 7

6. Has student paid \$200 reinstatement fee

- Yes, attach copy of receipt, go to 7 No, automatically reject

7. Has student signed page 1 of application

- Yes, go to 8 No, automatically reject

8. Has student has signed page 2 of application

- Yes, go to 9 No, automatically reject

9. Photocopy page 1 of application and give to student

- Yes, go to 10

10. Client Services staff name: _____ Date Received: _____

Staff Use Only – Fees Unit

1. Supporting docs attached Yes, go to 2 No, reject go to 9

2. Stud POE Annual Course Fee \$ _____, go to 3

3. Check student status is IN Yes, go to 4 No, reject, go to 9

4. Circumstances meet eligibility criteria Yes, go to 5 No, reject, go to 9

5. Eligible Yes, go to 6 No, reject, go to 9

6. Cancelled units reinstated Yes, go to 7 No, not applicable, go to 7

7. Fees Module PER set Yes, go to 8

8. Confirmation email sent to student Yes, go to 10 No, not applicable

9. Rejection email sent to student Yes, go to 10 No, not applicable

10. Fees Unit staff name: _____ Date Received: _____

Guidelines for Requesting a Payment Plan International Students

The University expects that you have made adequate provision to pay your fees on time. For a payment plan to be considered, an unexpected or exceptional event must have occurred. Payment Plans can only be considered for semester 1 or 2. Applications are not accepted for non standard semesters (Summer, Winter and Spring Schools).

What is a payment plan?

A payment plan allows students to pay their tuition fees in instalments throughout the semester. The instalment dates are fixed and cannot be changed. The instalment amounts are based on your course annual fee as per your letter of offer and cannot be changed.

Who should use this form?

The standard due dates for payment of fees are available at:-

http://www.studentcentre.utas.edu.au/fees/international/int_pay_opt.html

If you are an *international student* and you are having difficulty paying your tuition fees due to exceptional circumstances, you can complete the *Application for an Extension of Time (Payment Plan)* form to apply to pay your fees in instalments. If a payment plan is approved you will be required to make instalment payments as per page 1 of the application form.

Where can I check what my tuition fees are?

You can log in to eStudentCentre to check your invoice amount and payment details and find out if the payment you have made has been received by UTAS. After logging in to eStudentCentre from the Current Students webpage, click on the Invoices tab under the Fees menu for information on amount owed, and the Receipts tab under the Fees menu for tuition payments received by UTAs.

For information on acceptable payment methods refer to:

<http://www.studentcentre.utas.edu.au/fees/howtopay.html>

What are examples of exceptional circumstances?

- You have received a cheque that is in a foreign currency and are waiting for it to be cleared by your Australian bank (copy of the cheque and the date it was deposited into your Australian bank will be required)
- Significant political unrest in your home country which has impacted on your ability to access funds (newspaper or internet copies – including web address clearly identifying articles showing the political situation will be required)
- Unforeseen significant medical expenses, either for yourself or your family, that could not have been anticipated (copies of medical letters/certificates from doctors showing dates and details of illness will be required)
- Employment circumstances have changed, for example you or your parent/guardian have become unemployed or had an unforeseen reduction in hours OR your parent/guardian is self employed and their business has significant debts owed by creditors and can provide a letter from their accountant explaining the creditor issues OR a copy of their Business Financial Statements
- Your fees were paid by a sponsor and through circumstances beyond your control this arrangement has ceased (include a copy of the original sponsor arrangement as well as correspondence detailing when it ended)

What will happen if I submit my application after the due date?

If you submit your application after the due date you will have to pay a \$200 late application fee. In addition if your enrolment has also been cancelled you will have to pay a further \$200 reinstatement application fee.

How can I ensure my application will not be automatically rejected?

To make sure your application is not automatically rejected ensure you follow each of the relevant steps under *How do I complete the Application for Extension of Time/Payment Plan for Tuition Fees for* below.

My application was approved but I don't understand why I can't access my results?

While you are on a payment plan arrangement your academic record is debarred. A debarment is a flag that is set against an individual student record when the student has outstanding tuition or other fees. The debarment will block access to all final results across the full enrolment record, block production of an Academic Transcript and prevent a student from graduating. The debarment will only be removed when all outstanding fees for that semester have been received. The Department of Immigration and Citizenship (DIAC) will not be advised of your debarment and it does not affect your student visa.

What will happen if I don't pay by the instalment due dates?

If you do not pay by each due date your enrolment will be cancelled. To be reinstated you will have to apply for reinstatement, including paying the \$200 reinstatement fee. If reinstatement is approved by your Faculty/Institute you will then have to pay any remaining outstanding fees for the semester immediately before the units will be added to your academic record. You will not be eligible for any further extensions of time to pay your fees for the current semester.

Once your enrolment has been cancelled, due to non payment of fees, you will be reported to the Compliance Officer.

Can I pay my tuition fees before the instalment due dates

You can pay your fees at any time before the instalment due dates.

Why was my enrolment cancelled before I submitted this form?

Prior to and at the beginning of each semester you are emailed reminders about paying your tuition fees. If you do not submit this form requesting a payment plan, or have not paid your tuition fees by the fees due date each semester, your enrolment will be automatically cancelled.

How do I have my enrolment reinstated?

To have your enrolment reinstated you must complete the *Application for Reinstatement of Enrolment* form and meet the eligibility criteria.

I have a question, who do I contact?

If you have read these guidelines and have a query this should be directed to the International Fees Officer Fees.Unit@utas.edu.au or phone 03 6226 2735, or an International Student Advisor (Hobart 6226 2706, Launceston 6324 3503).

How do I complete the Application for Extension of Time/Payment Plan for Tuition Fees form?

If submitting form between 1 JUN 2009 – 10 JUL 2009

Step 1 - Personal Details

1. Complete the requested information

Step 2 – Payment Plan Details

1. To complete this section you will need to find out your annual fee range for your degree. For example if you are studying a Bachelor of Arts and your annual course fee is \$14,000 your annual fee range for the purpose of this application is \$0 - \$15,000, or if you are studying a Bachelor of Medicine and Bachelor of Surgery and your annual course fee is \$39,000 your annual fee range is \$22,001 – plus. For the purpose of the payment plan application scholarships are not taken into consideration when assessing the annual fee range category
2. If you are uncertain and wish to confirm your annual fee range please email Fees.Unit@utas.edu.au with a subject title of “Requesting Annual Fee Range (include your student id number)” and this will be emailed to you within one working day.
3. Indicate your annual Fee Range by ticking the appropriate box
4. Sign and date to show you agreed to the instalment payment amounts and dates listed.

Step 3 - Reasons for requesting a payment plan

1. Provide reasons for your request and attach supporting documentation (see above for examples of what are considered exceptional circumstances)

Step 4 - Student Declaration

1. Read the student declaration and tick the boxes to show you understand the points listed. Ask the staff at the Student Centre if you don't understand.
2. Sign the form in the area indicated
3. Write your student id number in the area indicated
4. Write today's date in the area indicated

Step 5 - Submit your application

1. You must submit your application in person at the Student Centre

Step 6 - What happens next

1. Your application will be assessed within 5 working days of receipt and you will be advised of the outcome by email to your UTAS email account.

If submitting form between 10 JUL 2009 – 24 JUL 2009

Step 1 - Personal Details

1. Complete the requested information

Step 2 – Payment Plan Details

1. To complete this section you will need to find out your annual fee range for your degree. For example if you are studying a Bachelor of Arts and your annual course fee is \$14,000 your annual fee range for the purpose of this application is \$0 - \$15,000, or if you are studying a Bachelor of Medicine and Bachelor of Surgery and your annual course fee is \$39,000 your annual fee range is \$22,001 – plus. For the purpose of the payment plan application scholarships are not taken into consideration when assessing the annual fee range category
2. If you are uncertain and wish to confirm your annual fee range please email Fees.Unit@utas.edu.au with a subject title of “Requesting Annual Fee Range (include your student id number)” and this will be emailed to you within one working day.
3. Indicate your annual Fee Range by ticking the appropriate box
4. Sign and date to show you agreed to the instalment payment amounts and dates listed.

Step 3 - Reasons for requesting a payment plan

1. Provide reasons for your request and attach supporting documentation (see above for examples of what are considered exceptional circumstances)

Step 4 - Student Declaration

1. Read the student declaration and tick the boxes to show you understand the points listed. Ask the staff at the Student Centre if you don't understand.
2. Sign the form in the area indicated
3. Write your student id number in the area indicated
4. Write today's date in the area indicated

Step 5 - Make tuition fee payment

1. Pay the initial payment relevant to your Annual Course Fee Range. This can be paid via the UTas preferred tuition fee payment methods (the initial payment cannot be paid at the Cashier)

Attach the receipt of your initial tuition fees payment to your application form (a copy can be made for you by staff at the Student Centre counter).

Step 6 - Submit your application

1. You must submit your application in person at the Student Centre

Step 7 - What happens next

1. Your application will be assessed within 10 working days of receipt and you will be advised of the outcome by email to your UTAS email account.

If submitting form from 25 JUL 2009 onwards

Step 1 - Personal Details

1. Complete the requested information

Step 2 – Payment Plan Details

1. To complete this section you will need to find out your annual fee range for your degree. For example if you are studying a Bachelor of Arts and your annual course fee is \$14,000 your annual fee range for the purpose of this application is \$0 - \$15,000, or if you are studying a Bachelor of Medicine and Bachelor of Surgery and your annual course fee is \$39,000 your annual fee range is \$22,001 – plus. For the purpose of the payment plan application scholarships are not taken into consideration when assessing the annual fee range category
2. If you are uncertain and wish to confirm your annual fee range please email Fees.Unit@utas.edu.au with a subject title of "Requesting Annual Fee Range (include your student id number)" and this will be emailed to you within one working day.
3. Indicate your annual Fee Range by ticking the appropriate box
4. Sign and date to show you agreed to the instalment payment amounts and dates listed.

Step 3 - Reasons for requesting a payment plan

1. Provide reasons for your request and attach supporting documentation (see above for examples of what are considered exceptional circumstances)

Step 4 - Student Declaration

1. Read the student declaration and tick the boxes to show you understand the points listed. Ask the staff at the Student Centre if you don't understand.
2. Sign the form in the area indicated
3. Write your student id number in the area indicated
4. Write today's date in the area indicated

Step 5 - Make tuition fee payment

1. Pay the initial payment relevant to your Annual Course Fee Range. This can be paid via the UTAs preferred tuition fee payment methods (the initial payment cannot be paid at the Cashier)
2. Pay any other instalment payments for dates that have passed. This can be paid via the UTAs preferred tuition fee payment methods (this cannot be paid at the Cashier).
3. Attach the receipts of your initial tuition fees payment to your application form (a copy can be made for you by staff at the Student Centre counter).

Step 6 - Submit your application

1. Pay the \$200 compulsory late application fee at the Cashier in the Student Centre on your campus. Please note, if the application is rejected the \$200 fee is non refundable
2. You must submit your application in person at the Student Centre
3. If your enrolment has been cancelled you must also complete an *Application for Reinstatement* form and pay the compulsory \$200 reinstatement fee

Step 7 - What happens next

Your application will be assessed within 10 working days of receipt and you will be advised of the outcome by email to your UTAS email account