



## Tuition Fee Instalment Plan Information Sheet

### WHAT IS THE TUITION FEE INSTALMENT PLAN?

The University of Wollongong recognised that students may experience difficulty paying full tuition fees by the census date (due date). To provide some measure of support to these students the University offers the *Tuition Fee Instalment Plan* referred to as an instalment plan.

### WHO IS ELIGIBLE FOR THE TUITION FEE INSTALMENT PLAN?

The instalment plan is available as a payment option for International students and domestic postgraduate students not eligible for FEE-HELP, who are enrolled in a minimum of 18 credit points during Autumn and Spring Sessions only, including Annual subjects.

Other sessions greater than 16 weeks will also be considered on a case by case basis as individual contracts are required.

#### The Instalment plan is not applicable:

- For students enrolled in the first session of their studies
- For sessions / subjects of less than 16 weeks duration, including Summer Session, Intakes and Intensives
- For students with a previous unreliable payment history
- Students eligible for a HELP loan

### HOW DOES THE TUITION FEE INSTALMENT PLAN WORK?

#### Fees payable on Completion of the Contract:

- Any outstanding fees must be paid prior to signing a Tuition Fee Instalment Plan Contract
- An Administration fee is charged to cover the cost of the Tuition Fee Instalment Plan, and is due prior to activation. This fee is non-refundable.
  - International students \$110.00 (Inc GST) and Domestic Students \$88.00 (Inc GST).

#### Fees payable for first instalment

Payment is due on or before the session census date. The first instalment is 50% of the total tuition fees as per the Tuition Fee Instalment Plan contract.

#### Fees payable for second instalment

The remaining 50% of the total tuition fees as per the Tuition Fee Instalment Plan contract is due for payment by the provided due date.

### HOW DO I ARRANGE A TUITION FEE INSTALMENT PLAN CONTRACT?

- Tuition Fee Instalment Plan Contracts are available at Student Central 30 days before your census date. Take a ticket at Student Central – Ground Floor Building 17
- The last day to have an Instalment Plan organised is by the session census date
  - Autumn Session – 31<sup>st</sup> March
  - Annual Session – refer to SOLS for census date
  - Spring Session – 31<sup>st</sup> August
- All information provided to staff is kept strictly confidential

#### What happens during the enquiry for the Instalment Plan?

- The student and Customer Service Representative will complete the contract together
- The student must read and understand the terms and conditions prior to signing the Tuition Fee Instalment Plan Contract.
- Students need their student ID card for identification.
- The interviewing officer will check the student's eligibility (enrolment, student ID, local address and payment history) then complete the payment information.
- The student will sign the form in front of the interviewing officer.

**TERMS AND CONDITIONS OF A TUITION FEE INSTALMENT PLAN**

• **IMPORTANT INFORMATION** – You will have to agree to the following terms and conditions when signing the contract

- Approval to undertake the contract will be dependent on your payment history with the University of Wollongong
- Students NOT paying the fees by the instalment plan due date(s) may have their enrolment cancelled and forfeit their Tuition Fee Instalment Plan Contract for that session, in addition to incurring a Late Payment Fee.
- Cancelled students can seek a reinstatement of their enrolment and will be liable for a reinstatement fee and a late payment fee in addition to any outstanding tuition fees. Details of penalty fees and the Fees Policy are available on the University of Wollongong's Fees and Assistance Information webpage <http://www.uow.edu.au/student/finances>
- All outstanding tuition fees and charges must be paid by the final date to be reinstated or the cancelled course will lapse. This will result in a loss of access to grade information, transcripts, re-enrolments and also a loss of access to University services such as library loans and graduations.
- Cancelled international students who fail to pay and be re-instated are reported to the Department of Immigration and Citizenship (DIAC) to advise they are no longer an enrolled student of the University of Wollongong.
- Students discontinuing the course of study at the University of Wollongong after the census date are liable to pay the full amount of tuition fees and any other outstanding fees immediately.
- Appeals for extensions of payment (change of due date) are not possible after agreeing to the Tuition Fee Instalment Plan Contract.
- Any enrolment changes require an updated Contract before the first instalment census date.

**ADDITIONAL FINANCIAL HELP**

- Students with financial hardship are urged to make contact with the counselling staff in Student Services who can provide budgeting advice, referral services and general assistance to help you find solutions to cope with problems.
- Additional information is available on the Student Services Website at <http://www.uow.edu.au/student/services/>