



Payment plans can be used for any fees \$100 or over, with a minimum fortnightly direct debit of \$20. Instalments against both the full enrolment & material fee are set out over the duration of the course face-to-face timetable.

**Request and Authority to debit the account named below to pay  
iAscend Polytechnic Pty Ltd trading as MCFE**

**Request and Authority to debit**

Full Name: \_\_\_\_\_ (“you”) request and authorise iAscend Polytechnic Pty Ltd Debit User ID 260718 to arrange, through its own financial institution, for any amount iAscend may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid to the Debit User, subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].

**Payment Plan type (please tick)**

- Certificate III in Individual Support – Government Funded student**  
\$100 material fees total paying \$20 over 5 fortnights.
- Certificate III in Individual Support – Full Fee student with discount**  
\$3000 total for tuition & material fees total paying \$150 over 20 fortnights.
- Certificate III in Individual Support – Full Fee student without discount**  
\$3500 total for tuition & material fees total paying \$175 over 20 fortnights
- Certificate III in Early Childhood – Government Funded student**  
\$140 material fees total paying \$20 over 7 fortnights.
- Certificate III in Early Childhood – Full Fee student with discount**  
\$3240 total for tuition & material fees total paying \$162 over 20 fortnights.
- Certificate III in Early Childhood – Full Fee student without discount**  
\$3740 total for tuition & material fees total paying \$187 over 20 fortnights
- Diploma of Early Childhood - Government Funded student**  
\$260 material fees total paying \$20 over 13 fortnights.
- Diploma of Early Childhood – Full Fee student**  
\$9255 total for tuition & material fees total paying \$308.50 over 30 fortnights.
- Diploma of Early Childhood (CT) - Government Funded student**  
\$140 material fees total paying \$20 over 7 fortnights.
- Diploma of Early Childhood (CT) – Full Fee student**  
\$6886.25 total for tuition & material fees total paying \$383 over 18 fortnights.
- Certificate III in WHS – Full Fee student with discount**  
\$1820 total for tuition & material fees total paying \$113.75 over 16 fortnights
- Certificate III in WHS – Full Fee student without discount**  
\$2020 total for tuition & material fees total paying \$126.25 over 16 fortnights
- Certificate IV in WHS – Full Fee student with discount**  
\$1820 total for tuition & material fees total paying \$113.75 over 16 fortnights
- Certificate IV in WHS – Full Fee student without discount**  
\$2020 total for tuition & material fees total paying \$126.25 over 16 fortnights
- Certificate IV in Tertiary Preparation – Full Fee student with discount**  
\$1740 total for tuition & material fees total paying \$108.75 over 16 fortnights.
- Certificate IV in Tertiary Preparation – Full Fee student without discount**  
\$2240 total for tuition & material fees total paying \$140 over 16 fortnights



## Payment Plan

<b>Bank Account Details</b>	Account Name: _____ Bank: _____ BSB number:        _ _ _ _  -  _ _ _ _  Account number:    _ _ _ _ _ _ _ _ _ _ _ _ _ _
<b>Payment commencement</b>	<b>The first payment will be deducted on the first Thursday after your first day of training.</b>
<b>Discount</b>	<b>If you have elected to pay the upfront amount to discount total course fees, please note that this payment will be deducted on the first day of training via direct debit, unless alternate arrangement made.</b>
<b>Acknowledgment</b>	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and iAscend Polytechnic Pty Ltd as set out in this Request and in your Direct Debit Request Service Agreement. I also acknowledge that if for some reason there are insufficient funds in the account on the debit day, a dishonour fee of <b>\$2.50</b> will be added to your payment.
<b>Signature</b>	
<b>Date:</b>	_____ / _____ / _____
<b>Home Address:</b>	

### OFFICE USE

Student Services to complete	Completed
Student completed form in full and signed. Check it in detail, must be accurate before it goes to finance.	<input type="checkbox"/>
Invoice/Individual Fee statement set-up in VETtrak and emailed to the student, with PP terms and conditions. Invoice due date is the date the payment plan is to complete. Ensure you enter materials with GST and training no GST.	<input type="checkbox"/>
Notes entered into VETtrak "Student signed PP to commence (insert date), PP uploaded to VT docs and an email sent to <a href="mailto:finance@mcfecollege.com.au">finance@mcfecollege.com.au</a> "	<input type="checkbox"/>
MCFE Finance to complete	Completed
In Commbiz set up direct debit on the correct schedule, including the first payment if this is an "upfront discount".	<input type="checkbox"/>
In VETtrak add an attribute "Payment Plan Activated – due to complete (Insert date)" – this allows you to search if payments plans are working – remove flag when PP complete.	<input type="checkbox"/>
In Xero add invoice – enter contact as "student full name and RTO number, date of invoice to match VETtrak invoice, due date to match VETtrak which is the date PP to complete, reference is their VETtrak Invoice no, Description is the specific course fees and PP schedule". Ensure you enter materials with GST and training no GST. This should match VETtrak.	<input type="checkbox"/>
<i>When a payment is received in the bank (shows in xero dashboard): reconcile against the student/invoice in xero and record payment in VETtrak, send receipt from VETtrak, write client note in VETtrak each time payment is received. If a student has completed the payment ensure you email student services to see if any certificates can be released.</i>	