

# Payment Plan and Late Payment of Fees Policy

## 1. Payment Schedule

- » Course fees for continuing students are set out in their payment plan.
- » Notifications of due dates will be sent to the student's correspondence address or email, prior to the due date. It is student's responsibility to provide the College with their current mailing address, pursuant to obligations under his/her visa condition.
- » If possible, notification will be given to student in person and a confirmation from student will be placed on student admin file.
- » If student does not make the payment before or on due date and college has not approved any extension there will be a \$35 per week late charge accrual from that date forward until payment is made.

## 2. Late Payment of Fees

- » Students are required to pay their tuition fees and any outstanding charges on the due date specified. If the student fails to make the payment by the due date, the following procedure will follow:
  - First warning letter will be sent to student within 7 calendar days after the due date. Student will have 7 calendar days to make the payment. If after 7 calendar days' the student fails to pay the outstanding balance the student will not be allowed to attend his/her classes and it may result in his/her enrolment being cancelled. In addition, the \$35 per week late charges will be applied. If the student is on a payment plan it will be cancelled and student will be required to pay the whole of the course fees then outstanding.
  - Final warning letter will be sent to student with fees overdue for more than 28 calendar days. If student fails to pay the overdue account within 7 calendar days as stated in the final warning letter, Bayside English College may refer student's case to the college's debt collection agency. In addition, a \$500 late fee will be applied.
- » In the case where a fee extension request is not approved, the student's information may be sent to the debt collection agency. These details will include:
  - Student name, contact detail and total fee that the student is indebted to Bayside English College including \$500 late charges.
  - The student will be informed that they may be contacted by our debt collection agency and if required legal action may be taken against the student, and that all legal matters will be dealt with under the jurisdiction of Victoria.
- » After the expiration of 28 calendar days from the Final Warning Letter (whether or not the student case has been referred to a debt collection agency), Bayside English College may issue student with a 'Notification of Intention to Report' indicating Bayside English College's intention to report student to the secretary of Department of Education/Home Affairs, in PRISMS for non-payment of tuition fees.
- » Student will have 20 working days to make an appeal. For more information, please refer to Bayside English College Complaint and Appeal policy.

- » Students willing to resume study at Bayside English College will have to re-enrol in the course, provided that they have paid the total outstanding fee in full.
- » Where a student continues to have an outstanding fee the following restrictions may apply:
  - Loss of access to enrolment records, examination results and academic transcripts.
  - Student will not receive a completion certificate until the outstanding debt is cleared.