

## Payment Plan for Tuition and Accommodation Fees Only Information for Students

ICHM is committed to helping our students and their financial sponsors to manage their fees.

You may apply to pay your tuition and accommodation fees by instalments each semester. Payment plan applications are reviewed on an individual basis and subject to approval. If the application is approved, you will be able to pay your fees in two or three separate instalments.

So you can pay your fees in one of three ways:

- **Full Payment**
- **Payment Plan - Two Instalments**
- **Payment Plan - Three Instalments**

### Who can apply?

International Students can apply to pay by instalments for Accommodation and Tuition fees. Australian Students can apply to pay by instalments for Accommodation fees only. Australian students can defer their Tuition fees by FEE-HELP. Please contact Admissions [Admissions@ichm.edu.au](mailto:Admissions@ichm.edu.au) for more information on FEE-HELP.

### How do I apply for a payment plan?

You can apply by completing the Payment Plan Application Form and returning it to [Admissions@ichm.edu.au](mailto:Admissions@ichm.edu.au)

### When can I apply?

You can apply as soon as you receive your invoices for your upcoming enrolment. **The closing date for Semester 1 2018 is 5<sup>th</sup> January 2018.** In special circumstances this date may be extended. You must contact Kay Baumann [kbaumann@ichm.edu.au](mailto:kbaumann@ichm.edu.au) to request an extension to this date.

### Please read the following terms and conditions:

- There is a \$300 administration fee for payment by instalments, which will be added to your first instalment.

- Other fees, which are not included on the payment plan, must be paid by the invoice due date.
- You must return the completed application form to be considered for payments by instalments.
- You accept full responsibility to pay all instalments by due dates listed on your payment schedule. You must check your nominated email account for any messages about your payment plan.
- We will use the email address which you provide for all correspondence. If you change your personal email address, it is your responsibility to notify us at [Admissions@ichm.edu.au](mailto:Admissions@ichm.edu.au)
- We will not accept a change of personal details as reason for non-payment of fees.
- If you are paying by two instalments, payment due dates are 15<sup>th</sup> January 2018 and 2<sup>nd</sup> March 2018.
- If you are paying by three instalments, payment due dates are 15<sup>th</sup> January 2018, 2<sup>nd</sup> March 2018 and 16<sup>th</sup> April 2018.
- If you have difficulties in meeting any instalment due date due to unforeseen circumstances, you must contact [kbaumann@ichm.edu.au](mailto:kbaumann@ichm.edu.au)
- If you miss an instalment due date you will be suspended from classes until payment is made. You will not be allowed to sit exams, or given access to Academic Transcripts, or be allowed to attend Industry Placement interviews, and you will not be invited to Graduation if your fees are not paid.
- If you withdraw from ICHM any unpaid fees will become payable immediately. Unpaid fees will be calculated according to our published Refund Policies.

### Method of Payment:

ICHM accepts payment by **Bank Transfer, Visa, Mastercard, Cash, Cheque**, payable to ICHM ESOS Trust Account.

Fees are payable in Australian Dollars.

If your fees exceed the transfer or EFTPOS limit, please arrange an additional payment method, or increase your limit prior to payment of fees.

Bank transfer details:

ICHM ESOS Trust Account

Account number 654703258

National Australia Bank,  
 70 Pirie Street  
 Adelaide  
 SA5000

Branch number 085-070  
 SWIFT Number NATA AU 3305A

PAYMENT PLAN APPLICATION - SEMESTER 1 2018		
YOUR DETAILS		
Name:		
Date of Birth:		
Current address Number & Street:		
City:	State:	Postcode:
Country:		
Email address for correspondence:		
YOUR FINANCIAL SPONSOR DETAILS		
Name:		
Sponsor email address for correspondence:		

<b>PAYMENT PLAN APPLICATION - SEMESTER 1 2018</b>			
Can we email your sponsor directly regarding payment of your fees (Please tick)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>INVOICE DETAILS TO BE INCLUDED IN THE APPLICATION</b>			
Accommodation Fees Invoice Number	INV	Amount of Invoice	AU\$
Tuition Fees Invoice Number	INV	Amount of Invoice	AU\$
<b>NUMBER OF PAYMENT INSTALMENTS (PLEASE TICK 2 OR 3)</b>			
I would like to pay by 2 instalments	2 <input type="checkbox"/>		
I would like to pay by 3 instalments	3 <input type="checkbox"/>		
PLEASE READ THE FOLLOWING INFORMATION AND SIGN THIS FORM.			
DO NOT SIGN UNLESS YOU UNDERSTAND AND AGREE TO ABIDE BY THE TERMS & CONDITIONS AS STATED IN THE PAYMENT PLAN INFORMATION FOR STUDENTS.			
IF YOU NEED FURTHER HELP OR GUIDANCE PLEASE CONTACT KAY BAUMANN BY EMAIL <a href="mailto:KBAUMANN@ICHM.EDU.AU">KBAUMANN@ICHM.EDU.AU</a> OR PHONE +61 8 8228 3608			
<b>I have read and understand the Payment Plan Information for Students and accept the Conditions contained in the Information.</b>			
Signature of applicant:			Date
Signature of financial sponsor where applicable:			Date
<b>PLEASE COMPLETE &amp; RETURN THIS FORM TO <a href="mailto:KBAUMANN@ICHM.EDU.AU">KBAUMANN@ICHM.EDU.AU</a> BEFORE 5<sup>TH</sup> JANUARY 2018</b>			