



POLICY – INVOICING

Requirement	
<p>YouStudy either directly or through a third party, will not require a prospective or current learner to prepay fees in excess of a total of \$1500 before the relevant service has been provided.</p> <p>As per the National Standards (Clause 7.3) YouStudy is only required to protect prepaid fees from individual learners and prospective learners. These requirements do not apply, for example, where an employer engages an RTO to provide training and/or assessment to its staff.</p>	
Collection of student fees in advance (Prepaid Fees)	Responsibility
<p>Pay an Initial deposit payment and the balance by instalments</p> <p>For all YouStudy courses students can choose to pay an initial deposit of no more than \$1,500.00 prior to the commencement of your course. The remaining balance will be paid in instalments as discussed by the student with YouStudy. The total amount required to be paid for tuition and services yet to be delivered to be invoiced for no more than \$1,500.00 at any one time.</p> <p>Pay per unit</p> <p>For all YouStudy courses you can choose to enrol and pay for one unit at a time in a full qualification or enrol and pay for study in just one unit of competency. You will be invoiced for each unit prior to your commencement in that unit. Should you not decide to complete the full qualification you will only be eligible to pay for units that have been commenced.</p> <p>Payment Plans by weekly, fortnightly or monthly payments</p> <p>To make it easier for students to pay for their course fees, YouStudy also offers simple payment plans so that you can pay over a number of smaller instalments by weekly, fortnightly or monthly payments.</p> <p>Students should discuss their payment options with Enrolments, then they will be sent a Student Fee Notification email which will include details on the payment options available for their course and instructions on how to proceed for each one using the Payment Methods listed above.</p> <p>To apply for payment by instalments or a Payment Plan</p>	<p>CEO</p>

<p>students will need to complete a Learner Instalment Payment Plan Agreement Form. This form will either be attached to a Student Fee Notification email or students can contact YouStudy by phone on 1-300-887-886 or email enrolments@youstudy.edu.au and we will provide you with the correct forms.</p> <p>The amount of your first payment and the frequency or number of instalments will depend on the course students are enrolling in and their individual circumstances.</p> <p>Third Party payment Some employers will pay training fees on behalf of their employee. This is an agreement between the student and their employer. The student's employer can choose to pay the full fee upfront, or by a payment plan if eligible. Both will need to complete and sign a Third Party Payment Request Form and a Third Party Instalment Payment Plan Agreement Form if applicable. A Student Fee Notification Email will include instructions on how to obtain these forms.</p>	
<p>Related policies</p>	
<ul style="list-style-type: none"> • Enrolment 	
<p>Related procedures</p>	
<ul style="list-style-type: none"> • Invoicing of a student • Enrolment 	
<p>Related documents</p>	
<ul style="list-style-type: none"> • Invoice • Student Handbook • Web Site Pages • Pre enrolment Information • Payment – Terms and Conditions • Terms and Conditions Agreement 	