

# Fee Instalment Agreement

Please complete the form below for payment of Bridging the Gap training course fees.

Participant Name:			
USI:			
Course Name:			
Start Date:		End Date:	
Total course cost:			

Bridging the Gap is required to collect a payment of \$50 prior to course commencement. Once training has commenced an instalment arrangement will be put in place for the remainder of the fees to be paid over a period of eight weeks. Amounts and specific dates are dependant on each individual course and participants will be notified on enrolment when their fees will be due.

If, because of your current financial circumstances, you cannot meet this arrangement, your case can be forwarded to RTO Management who will assess the situation on a case-by-case basis in regards to a personalised payment arrangement.

	Payment required	Date	Amount
<b>1<sup>st</sup> instalment due</b>	On enrolment		\$50.00
<b>2<sup>nd</sup> instalment due</b>			\$
<b>3<sup>rd</sup> instalment due</b>			\$
<b>4<sup>th</sup> instalment due</b>			\$
<b>5<sup>th</sup> instalment due</b>			\$

You will be issued with a Tax Invoice on commencement and monthly thereafter. Payment can be made through cash or EFT. For EFT payments, please see training admin staff for EFT details.

Signature of Participant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Guardian (under 18 years of age) \_\_\_\_\_ Date: \_\_\_\_\_

ADMIN USE ONLY: Please send copy to accounts and keep one copy on file.

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_