

# Payment Plan Request Form

SEDA Group offers a Payment Plan Option to students to pay the fees via instalments. Please complete this form and submit to the Finance department for processing. Email to: [finance@sedagroup.com.au](mailto:finance@sedagroup.com.au).

Students with an approved payment plan are required to pay in regular instalments. Failure to do so may result in:

- Referral to a debt collection agency (additional charges will apply)
- Cancellation of enrolment
- Student credentials not issued

**Student Name:** \_\_\_\_\_ **Student ID No.** \_\_\_\_\_

**Qualification/Program:** \_\_\_\_\_ **Year of Enrolment:** \_\_\_\_\_

Student Fees Payment Plan	
1. Name of payee responsible for paying the student fees:	Signature:
_____	_____

Direct Debit Payment	
Please tick one of the direct debit plans below:	
Plan 1 <input type="checkbox"/> MONTHLY payment plan.	Plan 3 <input type="checkbox"/> WEEKLY payment plan.
Plan 2 <input type="checkbox"/> FORTNIGHTLY payment plan.	Plan 4 <input type="checkbox"/> Upfront full payment of fees (please contact us to discuss when this will be paid)

SEDA Group is able to accept your bank account information or your credit card information to make direct debit payments from your account. Please choose your preferred method of payment and fill in the information below:

**Direct Debit via Bank Account:**

Bank Name:..... Account Name:.....

BSB Number:..... Account Number:.....

Signature 1:..... Signature 2 .....

**This authority allows the debiting of amounts payable by the Customer under the Agreement between the Customer and SEDA Group.**

**Direct Debit Via Credit Card:**      Visa    or    MasterCard (Please circle)

Cardholder Name:.....

Cardholder Number:..... Expiry Date:.....

CVV:..... Cardholder Signature:.....

I hereby authorise SEDA Group to charge the credit card for the SEDA Group account listed. I certify that I am the authorised cardholder of record and that I have full authority to make purchases on behalf of the SEDA Group account listed.

Office Use Only:			
Student ID: _____	Debtor ID: _____	BPoint Ref: _____	Actioned By: _____ Date: _____

<b>Document Name:</b>	Payment Plan Request Form		
<b>Release Date:</b>	January 2018	<b>Version No:</b>	1.0
<b>Document Owner:</b>	Finance Manager	Document control management – Uncontrolled when printed	
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