**Fees Procedures**

## These Procedures have been developed in conjunction with the Fees Policy and include:

[1. General Fees](#_Procedure_1:_General)

[2. Fee Payment Plan](#_PROCEDURE_2:_Fee)

[3. Student Requests Centrelink Concession](#_PROCEDURE_3:_Application)

## Procedure 1: General Fees



## PROCEDURE 2: Fee Payment Plan

1. Applications for a student payment plan must be made through student services before the invoice due date.
2. Students, including those entitled to concessions, are also qualified to apply for a payment plan as long as the remaining eligible fees are greater than or equal to $100.
3. Students must sign a contract (Student Fee Payment Plan) with CIT which specifies the payment schedule and due date of the final payment.
4. If a student does not maintain the agreed payment schedule in the Student Fee Payment Plan the student may have their enrolment cancelled. If this occurs the student will not be able to continue in class activities or any work experience and their attendance and/or assessment results will not be recorded.
5. The Student Fee Payment Plan must be completed (paid in full) before the relevant subject/s end date or semester end date (whichever comes first).
6. Student Fee Payment Plans must be approved by an officer(s) under delegation 3.04. This delegation must be officially appointed to staff using the *Appointment to Approve Delayed Fee Payments Plans for Students* form.

**APPOINTMENT TO APPROVE DELAYED FEE PAYMENTS PLANS FOR STUDENTS**

File: /

**COLLEGE/DIVISION:**

**Occupant NAME:**

**Position No.**

**Phone No. Campus:**

Please note that appointments are made by Occupant, rather than by Position number. If the Occupant of the Position changes (even temporarily), a new appointment is required.

1. **ACKNOWLEDGEMENT OF RESPONSIBILITIES**

Officers appointed to approve delayed fee payments are responsible for reading and following the **"Student Fee Payment Plan”** Policy.

I acknowledge receipt of the above-mentioned **"Student Fee Payment Plan”**

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(Signature of above Occupant) (date)

1. **APPROVAL OF APPOINTMENT**

In accordance with Financial Delegation No. 3.04 the above occupant is appointed to approve ***‘Delayed Fee payment plans’*** for the above-mentioned College/Division.

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(Signature) (Date)

**Delegate**

Occupant of Position No.

*(Financial Delegation No. 3.04)*

**(File this original document on the College/Division’s Delegation file. Copy to be forwarded to the BANNER AR controller, CIT Corporate Services.)**

