Payment Agreement Form

Payment by Instalments

This form is for students who wish to pay a subject through instalments using a valid credit card. Payment instalments are subject to the following conditions:

Subject costs:

- For a *subject valued at $995***,** a $250 upfront deposit is required and then $80 payment per week over 10 consecutive weeks. This includes a $55 processing fee.
- For subjects valued at $2495 (*Post Remediation Verification and Electrobiology)*, a $600 upfront deposit is required and then $200 per week over 10 consecutive weeks. This includes a $105 processing fee.
- For the *Mould Testing Technician course valued at $2995*, an $700 upfront deposit is required and then $200 per week over 12 consecutive weeks. This includes a $105 processing fee.

Declined payments:
If a payment is declined, a $25 processing fee is charged EACH DAY the payment remains outstanding. The student will be notified by text message, and another attempt to process the payment will be made the following working day.

Missed payments:
If payment is missed for more than 7 days or payment is declined on more than 3 occasions, the student will be withdrawn from the subject. The students will be contacted to negotiate alternative arrangements where possible.

Outstanding debts:
Students who withdraw after accessing course materials for more than 7 days are liable for the full cost of the subject and will not be permitted to enrol in another subject—or re-enrol in the same subject—until the entire outstanding balance is paid.

A **valid credit card** must be provided to access the instalment plan.
Students paying by instalments have up to ten weeks from the start of the unit to finalise all payments. Where instalment approval is granted, ACES manages fee collection through fair and transparent recovery procedures. Students with overdue payments will not be allowed to enrol in additional subjects until their account is up to date.

Refunds and Withdrawals

Online Subjects:
Once you receive your login details, you have up to 7 days from the date of the email to notify the college in writing (via email) if you wish to withdraw from the subject or course. If your withdrawal aligns with Australian Consumer Rights regarding cancellation of services, you will receive a refund minus a $195 enrolment cancellation fee (per subject). No refund will be given after the 7-day period. Students who have partially paid and withdraw after accessing course materials for more than 7 days remain liable for the full cost of the subject.

Mould Testing, Electrobiology, Post Remediation Verification and Sampling Methods:
If you wish to withdraw from a subject that involves live Zoom sessions and you have paid in full, you may be eligible for a refund, provided you have not accessed the online materials for more than 7 days:

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- **Three or more weeks' notice:** A full refund will be issued minus the non-refundable $195 deposit if the request is received at least three weeks before the Zoom class begins.
- **Less than three weeks' notice:** A 50% refund applies if you withdraw with less than three weeks' notice before a scheduled Zoom class or field trip.
- **After course commences or seven days of access:** Fees are strictly non-refundable and non-transferable once the Zoom class has started or if you have accessed the online materials for more than seven days.
- **Transfer to another subject:** The cost to transfer the funds to another subject is $195 *providing* it is within 7 days of the commencement of the subject.
- **Transfer to another field trip:** Students who provide less than 14 days notice to withdraw from a field trip (Mould, Electrobiology), will incur a $395 fee to transfer to another field trip.

Students who have partially paid for a subject and withdraw after accessing materials for more than 7 days remain liable for the full cost.

Withdrawal requests must be emailed to: info@aces.edu.au

Agreement

I have read and agree to the Conditions for Payment Options outlined in this agreement.

- I understand I will be withdrawn from the subject if a payment is overdue by more than 7 days.
- I understand I am liable for the full subject cost if I have accessed course materials for more than 7 days, even if I withdraw, and cannot enrol in another subject until my debt is paid in full.
- If I re-enrol in the same subject, I understand I must first clear any previous debt and pay a re-enrolment fee equal to 50% of the original subject cost.

Signature: _____

Student Name: _____

Subject I wish to enrol in: _____

Date: _____

Credit card number: _____

Expiry date: _____

CCV: _____

Credit card payments will be deducted on Mondays. Please ensure adequate funds in your account to prevent a daily late fee.

Email this form to info@aces.edu.au