

## **Payment Plan for Tuition and Uniform Fees Only**

**ICHM is committed to helping our students and their financial sponsors to manage their fees.**

You may apply to pay your Tuition and Uniform fees by instalments each semester. Payment plan applications are reviewed on an individual basis and subject to approval. If the application is approved, you will be able to pay your fees in five separate instalments.

### **Who can apply?**

All students can apply to pay by instalments for Tuition and Uniform fees. Australian students can defer their Tuition fees by FEE-HELP. Please contact [admissions@ichm.edu.au](mailto:admissions@ichm.edu.au) for more information on FEE-HELP.

### **How do I apply for a payment plan?**

You can apply by completing the Payment Plan Application Form at the end of this document and returning it to Melissa Jones [mjones@ichm.edu.au](mailto:mjones@ichm.edu.au).

### **When can I apply?**

You can apply as soon as you receive your invoices for your upcoming enrolment. Please complete and return this form prior to 18 January 2021. In special circumstances this date may be extended. You must contact Natalie Simmons [nsimmons@ichm.edu.au](mailto:nsimmons@ichm.edu.au) to request an extension to this date.

**Please read the following terms and conditions:**

- Fees which are not included on the payment plan, must be paid by the invoice due date.
- You must return the completed application form to be considered for payments by instalments.
- You accept full responsibility to pay all instalments by due dates listed on your payment schedule. You must check your nominated email account for any messages about your payment plan.
- We will use the email address which you provide for all correspondence. If you change your personal email address, it is your responsibility to notify us at [admissions@ichm.edu.au](mailto:admissions@ichm.edu.au).
- We will not accept a change of personal details as reason for non-payment of fees.
- If you are paying by **five instalments**, payment due dates are 18 January 2021, 18 February 2021, 18 March 2021, 19 April 2021 and 18 May 2021.
- If you have difficulties in meeting any instalment due date due to unforeseen circumstances, you must contact Natalie Simmons [nsimmons@ichm.edu.au](mailto:nsimmons@ichm.edu.au).
- If you miss an instalment due date you will be suspended from classes until payment is made. You will not be allowed to sit exams, or given access to Academic Transcripts, or be allowed to attend Industry Placement interviews, and you will not be invited to Graduation if your fees are not paid.
- If you withdraw from ICHM any unpaid fees will become payable immediately. Unpaid fees will be calculated according to our published Refund Policy.

## How to Pay Fees

All students can make payments using the following methods - Flywire, Electronic Bank Transfer or Credit Card.

## International Payments

International payments can be made using Flywire. Flywire allows you to pay securely from banks worldwide offering competitive foreign exchange rates and no hidden fees. Depending on your home country, payment options can include local bank transfer, credit card, e-payments, e-wallets, and more.

To make your payment, go to [ichm.flywire.com](http://ichm.flywire.com)

If you need help with your payment, go to [flywire.com/support](http://flywire.com/support)

## Electronic Bank Transfer Details (from Australian bank accounts)

National Australia Bank  
70 Pirie Street,  
Adelaide SA 5000 Australia

ICHM ESOS Trust Account  
SWIFT: NATA AU 3305A  
BSB: 085-070  
Acc: 65 470 3258

Note: ICHM receives bank transfers from many students in many different countries. It is VERY important that when student fees are paid by bank transfer, students must include their name and student number and also email a copy of the bank receipt to [mjones@ichm.edu.au](mailto:mjones@ichm.edu.au).

## Credit Card

ICHM also accepts payment using either Visa or Mastercard. American Express and Diners Club not accepted.

<b>Payment Plan Application</b>			
<b>Semester 1 2021</b>			
<b>YOUR DETAILS</b>			
Name:			
Date of Birth:			
Current Address Number & Street:			
Suburb:		State:	Postcode:
Country:		Mobile Number:	Student ID:
Email Address for Correspondence:			
<b>YOUR FINANCIAL SPONSOR DETAILS</b>			
Name:			
Sponsor email address for correspondence:			
Can we email your sponsor directly regarding payment of your fees		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>INVOICE DETAILS TO BE INCLUDED IN THE APPLICATION</b>			
Tuition Fees		INV No: INVICH	Amount of Invoice AU\$
Uniform Invoice		INV No: INVICH	Amount of Invoice AU\$
Total Payment Plan Amount			AU\$
<b>NUMBER OF PAYMENT INSTALMENTS</b>			
I would like to pay by 5 instalments		5 <input type="checkbox"/>	
<p>Please read the following information and sign this form.</p> <p>Do not sign unless you understand and agree to abide by the terms &amp; conditions as stated in the payment plan information for students.</p> <p>If you need further help or guidance please contact Melissa Jones by email <a href="mailto:mjones@ichm.edu.au">mjones@ichm.edu.au</a> or phone +61 8 8228 3608</p>			
<b>I have read and understand the Payment Plan Information for Students and accept the conditions contained in the information.</b>			
Signature of applicant:			Date
Signature of financial sponsor where applicable:			Date
<b>Please complete &amp; return this form to <a href="mailto:mjones@ichm.edu.au">mjones@ichm.edu.au</a> before 18 January 2021</b>			