



Payment Plan Information

Narre Community Learning Centre is committed to making our courses affordable to our students. As a result of this commitment we are able to offer a payment plan arrangement.

Who is eligible?

A student who is an Australian Citizen or Permanent Resident who is enrolling in a Certificate I-IV course, where the tuition fees exceed \$500 per enrolment.

Can full fee paying students access a payment plan?

Yes. Payment plans are available to government subsidised and full fee paying students enrolling in courses, on the condition the tuition fees exceed \$500.

Can the payment plan include payment for materials and service fees?

No. Payment plans are only available for the tuition fees component of NCLC courses.

If I am under 18 years old can I access the payment plan?

Yes. However you will require a parent or guardian to enter into the payment agreement on your behalf.

Can my employer enter into a payment plan to pay my fees?

No. Payment plans are only available for eligible individual students.

How do I access the payment plan option?

Speak to the administration staff when enrolling; an agreed payment plan will then be arranged outlining payment dates.

How do I make payments?

Upon enrolment, you must pay the required deposit for the course you are enrolling into. Payments according to the agreed payment plan are required for courses after commencement, once the payment plan has been implemented.

Can I pay the payment plan off early?

Yes. The minimum amount paid must be the agreed payment amount according to the payment plan, however, you can pay above the agreed amount at any time.

What happens if I am late or miss a payment?

Initially you will be sent a reminder by mail requiring the outstanding amount to be paid by a specified date. If you make the outstanding payment in full by the date specified the payment plan will continue and you will remain enrolled as a student in your course. If you **fail** to make the outstanding payment by the date specified or contact NCLC to make arrangements for payment, your enrolment will be suspended and you will not be permitted to attend your classes until the outstanding amount has been paid.

What happens if I withdraw from my course or some classes?

A student is liable for the fees associated with the course they have enrolled into. There will be no reduction in fees or refunds should you miss classes.

NCLC related Policy Documents: Payment Plan Application Form

For further information please contact NCLC using the information below.