

### IMPORTANT NOTES

- ❖ You must sign this form.
- ❖ This form must be fully completed before being submitted to ACPE by the teaching period's census date.
- ❖ Changes to FEE-HELP payment method also require a completed eCAF by the teaching period's census date.
- ❖ Late changes will not be accepted for the teaching period.

Last Name		First Name		Student ID No.	
Course					
	Contact phone no				

### I authorise all my tuition fees to be charged as indicated below, applicable

(choose one of the two options below):

- only for Summer School/Semester \_\_\_\_ 20\_\_\_\_
- permanently from \_\_\_\_\_ until further notice from me.  
dd/mm/yy

### Please amend my payment method: (please choose one below)

- Change to Fully FEE-HELP (100%)
- Change to Fully Direct Payment (100%) *(due for payment by the first Friday following census date)*
- Change to Partially FEE-HELP & Partially DIRECT Payment

For partial FH/direct payment, specify amount to charged as DIRECT Payment \$ \_\_\_\_\_.00 *(due for payment by the first Friday following census date)*. The remainder will be allocated as FEE-HELP provided you have successfully submitted the government's required eCAF by census date of the relevant teaching period.

### If paying any portion of fees via FEE-HELP - please note:

From 2021, the government requires that you provide your Unique Student Identifier (USI) to be able to apply for FEE-HELP. Go to the [government site to obtain your USI](#) if you don't have one yet.

Provide your **Unique Student Identifier (USI)** :

When you have enrolled in your units and supplied your USI, you will receive the invitation to submit the Government's Electronic Commonwealth Assistance Form (eCAF) through your ACPE student email. Complete the eCAF and ensure you submit the complete eCAF no later than 5pm of the census date of the teaching period. Note that you will be required to provide your Tax File Number (TFN) in your eCAF.

### If paying any portion of fees via Direct Payment- please note payment options:

- Cash (in person only)
- Credit card
- Cheque (made payable to ACPE) Write your name and student no. at the back of the cheque
- Direct bank deposit - BSB: 082 902 NAB Account Number: 566255467. Please include your name, student no. and the word "Tuition" in the reference for direct deposit.

**Student's Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

This form may be lodged in person at Reception, or emailed as a scanned PDF attachment to [registry@acpe.edu.au](mailto:registry@acpe.edu.au), or posted to The Registrar's Office, ACPE, Locked Bag 2000, Concord West NSW 2138

**Office Use only:** Processed: \_\_\_\_\_ Date: \_\_\_\_\_