

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. 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 FEE-HELP (100%)
- Change to Direct Payment (100%) *(due for payment by end of the teaching period)*
- Change to Partially FEE-HELP & Partially DIRECT Payment

Amount to be charged to FEE-HELP \$ _____ .00

Amount to be charged DIRECT Payment \$ _____ .00 *(due for payment by end of the teaching period)*

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

- I have submitted a *Request for FEE-HELP Loan Form* to ACPE, or
- I have accessed the Paradigm Student Management System at <https://acpe.edu.net.au> and completed my Electronic Commonwealth Assistance Form (ECAF) - FEE-HELP form online

Note: You must submit a valid FEE-HELP form or ECAF before the relevant census date to be eligible for FEE-HELP

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

- Cash (in person only)
- Credit card (in person only)
- 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, or posted to
The Registrar's Office, ACPE, Locked Bag 2000, Concord West NSW 2138

Office Use only: Processed: _____ Date: _____