

IMPORTANT NOTES

- ❖ This form must bear your signature, the signature of an ACPE receiving officer
- ❖ This form must be fully completed and then submitted to ACPE reception desk by the study period's census date. Late changes will not be accepted for the study period.
- ❖ Your instructions below will supersede the tuition fee payment instructions on any previously submitted enrolment form for the semester.

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 Upfront (100%)
- Change to Partially FEE-HELP & Partially UPFRONT

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

Amount to charged UPFRONT \$ _____ .00 (due for payment by census date)

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 Upfront - 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: _____