



STUDENT PAYMENT POLICY

Macallan College is the trading name of Macallan College Pty Ltd

RTO No: 41030 | ABN: 36 165 356 141 | CRICOS 03468F

Reference: Student Payment Policy

Version: V1.2

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Macallan College Campuses:

Adelaide Campus: Level 10, 50 Grenfell Street, Adelaide SA 5000

Brisbane Campus: Address- 6 B, 44-48, Station Rd Yeerongpilly QLD 4105

Perth Campus: Level 3- 440 William Street, Perth WA 6000

Sydney Campus: 11 Parkes St, Harris Park, NSW 2150, Australia

DOCUMENT CONTROL

Version History

Version	Date	Details
V1.0	September 2019	Policy defined and outlined under new Management
V1.2	November 2020	Design and format updates

Review Process:

This policy shall be reviewed annually in compliance with education industry standards including the National Code of Practice for Providers of Education and Training to Overseas Students 2018

Next Review Due: November 2021.

Policy Statement

Macallan College policy is that most students must pay all fees as per their invoice/contract/agreement by the due date or they will incur late fees.

Students must receive a receipt for all cash payments as soon as the payment is received. Students should request a receipt if they do not receive one.

Basic Procedure

- Pay on or before due date - no penalty
- 1 day late – Student receives phone call and reminder email; student is charged a \$250 late fee *plus* \$36 per each day additional day the fees are owing until outstanding fees are paid in full.

Once fees reach 7 days overdue, official warnings are implemented and action taken under the college Deferment, Suspension and Cancellation of Enrolment policy and procedure and National Code Standard 9.

This action may lead to the cancellation of a student's enrolment.

- 7 days late – Official Warning Letter 1
- 14 days late – Official Warning Letter 2
- 30 days late – Notice of Intention to Cancel enrolment

Reference

- Macallan Deferment, Suspension and Cancellation of Enrolment Policy and Procedure National Code Standard 9.
- Macallan Student Code of Behaviour National Code Standard 9.