

## Third-Party Payment Authorisation Form and Agreement

This form is used where a third party agrees to pay a student's fees and charges for the student's enrolment at TAFE NSW by invoice.

Third-party details ("You")	
Company / Individual name	ABN / ACN
Contact name	Contact position
Phone	Mobile
Email	
Postal address	Purchase order number (if applicable)
Billing address	

If you're a new customer to TAFE NSW and a domestic non-government entity, you'll need to set up a commercial account. Apply at [start.eapps.com.au/?s=tafensw](http://start.eapps.com.au/?s=tafensw).

Read more about applying for a commercial account at [tafensw.edu.au/partnerships/business-training/commercial-account](http://tafensw.edu.au/partnerships/business-training/commercial-account).

Student details	
Student name	Year of birth
Course name	
Student number	Campus / Region
Is the student an apprentice or trainee?	Apprentice <input type="checkbox"/> Trainee <input type="checkbox"/> Neither <input type="checkbox"/>

Student Fees	
Student Fees (the maximum amount that You agree to pay)	\$ <input type="text"/> I want to pay by instalments <input type="checkbox"/>

The Student Fees amount above should be the same as the Course Fee Estimate that the student was provided during the enrolment process.

If you choose to pay by instalments, we'll email you about the payments that are required under this agreement.

**Acknowledgement and authority**

By signing and returning this Third-Party Payment Authorisation Form and Agreement, You acknowledge and agree to the following terms and conditions:

- a. You accept full responsibility for paying all applicable Student Fees relating to the enrolment of the student named in this form. If You don't pay, the student named in this form will be liable for any outstanding fees and charges.
- b. The Student Fees amount is subject to change, including if TAFE NSW has been unable to confirm the student's eligibility for a fee subsidy or exemption. If the Student Fees change, You will be notified by email and asked to complete a new agreement with the updated Student Fees amount.
- c. The student's enrolment, and TAFE NSW's administration of third-party payment agreements, is subject to the TAFE NSW Enrolment and Student Administration Policy, which you can find at [tafensw.edu.au/about/policies-and-procedures/enrolment-terms-and-conditions](http://tafensw.edu.au/about/policies-and-procedures/enrolment-terms-and-conditions).
- d. To cancel this agreement, You must notify TAFE NSW in writing by using the Enquiry form at [tafensw.custhelp.com/app/contact-us/enquire](http://tafensw.custhelp.com/app/contact-us/enquire). All invoices issued up to the date of receipt by TAFE NSW of the cancellation request remain payable by You, including any instalment payments that were due. TAFE NSW reserves its rights to commence debt recovery action in relation to any debts for unpaid Student Fees.

**Privacy statement**

TAFE NSW is committed to protecting your privacy in accordance with all applicable privacy laws. You acknowledge and agree that TAFE NSW will collect, store, use and disclose your personal information in accordance with the TAFE NSW Privacy Policy, which is available at [tafensw.edu.au/about/privacy](http://tafensw.edu.au/about/privacy) or on request.

Third-party name	Third-party signature	Date
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**How to return this form**

The student will receive an email with instructions on how to upload the completed form to the Student Portal. This must be done before the student can start classes. For help, call 131 601 or chat to us online at [tafensw.custhelp.com/app/chat/chat\\_launch](http://tafensw.custhelp.com/app/chat/chat_launch).