



Credit Card Authorization Form

Domestic student

The Credit Card Authorisation form provides the most convenient means of making scheduled Training Fee Payments. Apprentices / Trainees and Fee for Service clients making payments directly. This is applicable to VISA, MasterCard, American Express and JCB. Please note that **1.05% surcharge** applies for all credit card transactions.

Payments will only be deducted with prior notification in writing, a full summary invoice statement will be forwarded from our accounts department on completion of the enrolment process once we have determined if the candidate may be eligible for any government subsidy Deduction notifications will be forwarded in writing clearly outlining the date of the deduction this will be no less than 14 days prior to the payment schedule date.

Customer Name:	Phone Number:
Customer Signature:	<input type="checkbox"/> Apprentice / Trainee <input type="checkbox"/> Other _____ (State) <small>(Please Specify)</small>
E Bill – Please send my Training Fee Statement to (Email Address)	

Credit Card Authorisation

I / We authorise Evolution Hospitality Institute to charge the following credit card any monies due to Evolution Hospitality Institute under the terms of the Training Service Agreement.

Credit Card Number: _____

Name of Cardholder.....Expiry Date __/__/__ CCV

Type of Card (please tick appropriate box)

Amount \$ _____

I / We acknowledge that this credit card authorisation is governed by the terms of the Client Service Agreement received from Evolution Hospitality Institute.

Card Holders Signature Date

Privacy Disclaimer: All documentation of your CCV Number will be destroyed upon processing and clearance of final payment.

Note: Where a student is enrolling into an approved Government funded Program:

A Course Commencement fee of \$900 applies to all courses approved under a Government funded program ie: Smart and Skilled. This is comprised of a \$400 non-refundable Administration Fee and \$500 Tuition Fee.

This fee is payable before course face to face training will commence. Refer to the FEES, CHARGES and REFUND Policy & Procedure for terms and refund periods.

Students who receive a Government Benefit (i.e. Pension or Allowance) may be exempt from paying this fee, or may receive concession rates. The concession rate is \$240.00

Students claiming an exemption must provide proof that they are receiving benefits (e.g. Health Benefits Card, Health Care Card, and Pension Concession Card).

Fee for Service enrolment fee will be \$900 with a periodically payment plan thereafter.

Please return Credit Card Authorization and completed Enrolment Form to:

Email: accounts@evolution.edu.au. For more information please contact (02) 8275 5300.

Terms and Conditions

The following terms and conditions govern the Client Credit Card Authorization Form between you and Evolution Hospitality Institute (EHI). The Client Service Agreement should be read in conjunction with Evolution Hospitality Institutes'

- FEES, CHARGES and REFUND Policy & Procedure for Government Funded – Fee for Service.
- Domestic Student Handbook

Both these documents can be located at Evolution Hospitality Institute website: www.evolution.edu.au

Trainee/ Apprenticeship Terms

- Traineeships are for people employed on a permanent basis
- Trainees can be employed on a full or part-time basis, but must be permanently employed at least 21 hours per week
- Traineeships must be relevant to the trainees current job
- Trainees must have adequate supervision by someone on-site in the business either qualified in the field or able to perform duties of role.
- Trainees must be given time in their normal work hours to complete some of their training
- Trainees must document time spent doing training related activities or study
- The Trainee shall be obligated to notify the EHI of any change in their name and/or any other change in their details (including but not limited to, changes in their address, telephone number, email address or facsimile number) as soon as practicable.

Payment Arrangement between EHI and Client

- The Commencement Fee, Mid Progress and Final Training payments are to be paid to the EHI using the Credit Card Authority provided by the Client. The Credit Card Authority is to be completed in full and provided to the EHI prior to enrolment the finalization of the enrolment of the Trainee.
- 1.05% surcharge applies for all credit card transactions.
- **Commencement** Payment (if applicable) will be within seven (7) days from the date that the EHI receives the signed Credit Card Authority.
- **The Mid Progress** Payment to the EHI will be Credit Card Debited on the date as per indicated in your Statement Invoice Summary. ***The employer is entitled to at 6 months (180 days) from the government traineeship commencement date to make the first eligible funding claim to the government. Your nominated Australian Apprenticeship Centre (AAC) will generate and supply these forms to you.***
- **The Final** training payment due to the EHI at the earliest of either 11 months from the government traineeship commencement date of study, or upon completion of study - whichever comes first. ***Upon completion of study the employer is entitled to make their completion funding claim to the government. Your nominated AAC will send the claim form to you once the completion has been processed by all parties.***
- **The Privacy Statement - Credit Card Authorization, all documentation of your CCV number will be destroyed upon processing and receipt of final payment.**
- The Trainee/Apprentice indemnifies the EHI from all costs including legal or collection agency costs incurred by EHI in obtaining payment on overdue invoices or defaults in payment. The Trainee / apprentice also indemnifies the EHI against any damages to the employer or trainee by EHI exercising its right to suspend or terminate an enrolment where the trainee / apprentice is in default of payment.
- Cancellation of the Credit Card Authority will occur should two (2) payments be declined or remain un cleared by your Financial Institute,
- **Your Commitment** - Time for payment shall be of the essence all clients are notified in writing no less than 14 days prior to the due calendar date of your scheduled payment. All invoices and statements are received via email, clients must ensure sufficient funds are available for the payment to be processed. An administration fee will apply where a payment is declined.
- **Your Rights** - You may stop payment of the Authorization by giving written notice to us only with the provision of a suitable alternate payment method, this must be received no less than 10 business days prior to the due date of payment.
- The Completion Certificate will not be issued until full Course Fees have been paid to the EHI.