

Fees & Payment Policy			
1.	Purpose	This policy is to ensure that all stakeholders are informed of the Flowers Design School Fees & Payment policy in relation to services offered and course(s) / workshop delivery.	
2.	Scope	The scope of this policy applies to all FDS stakeholders, including but not limited to; students, agents and FDS team members.	
3.	Definition(s)	<p>For the purposes of this policy, unless otherwise stated the following definitions shall apply;</p> <p>FDS ⇒ Flowers Design School</p> <p>Stakeholders ⇒ All persons with a vested interest in FDS including but not limited to; Students Team Members Professional Associations Employers External Agencies Government & Regulatory Agencies</p>	
4.	Policy Guidelines	<p>Fees for all products and services provided by FDS are payable at the time of purchase and or enrolment whichever is the case. Payments are accepted by cash, cheque, credit card & EFTPos.</p> <p>Floristry items sold at FDS are sold inclusive of GST. Accredited courses delivered by FDS are GST free. Short courses and workshop fees are inclusive of GST.</p> <p>Accredited & Short Course Payment Terms A deposit as nominated on the course enrolment form is required at the time of booking and is non refundable or transferable. The balance of fees is due on or before the date of the course commencing. Payment plans may be accepted for students under financial hardship – applications for a payment plan are to be made at the time of enrolment. Payment plan arrangements are only accepted when the student completes and signs the relevant documentation as provided by FDS.</p> <p>Overdue Payments Payments more than seven (7) calendar days overdue incur</p>	

		a bookkeeping fee of \$25.00 (per month). Any outstanding payments may be directed to an external debt collection agency where internal efforts have been exhausted. Students upon enrolling indemnify FDS in respect to all costs, legal fees and commissions incurred by National Collections as a result of debts outstanding in excess of 30 days and all associated fees to recover debt will be payable by the student.	
5.	References	Related Policies – CS01 Refunds - CS03 Payment Plans	
6.	Appendices	a) Student Enrolment Form b) Student Handbook / Orientation Manual	
7.	Approval	This policy is approved by The Chief Executive Officer of FDS	
8.	Approval Dates	The policy was approved on: 08/11/2009 The policy takes effect from: 08/11/2009 The policy will be reviewed by:08/11/2010	
9.	Policy Owner	Matters arising from this policy should be directed to; The Chief Executive Officer of Flowers Design School Ms H Jayne Endall Suite 39C City West Centre Plastowe Lane, West Perth 6005 jayne@floristry.com.au Tel: +61 8 9321 022	