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Dear Student,

Welcome to the Fitzroy Learning Network. We look forward to working with you to achieve your best as you work to achieve your English goals.

This letter is to help you understand the fees you need to pay to study with us. FLN understands that it can be difficult to pay fees all at once, so we have made a plan to help you. The amount of fees you pay will change depending on which class you attend. **For one year**, you will have to pay:

PRELIMINARY	CERTIFICATE I	CERTIFICATE II	CERTIFICATE III
\$	\$	\$	\$

(For a full fee break down, please refer to the fee schedule that accompanies this letter.)

Below are your options for paying your fees. You have three payment options to choose from:

1. Pay a little each term
2. Pay half each semester
3. Pay everything at the beginning

Option 1 (Pay by Term):

Class:	Admin Fee:	Amenities Fee:	Fee per term	Total fees 2019
	\$20	\$30		

Option 2 (Pay by Semester):

Class:	Admin Fee:	Amenities Fee:	Fee per semester	Total fees 2019
	\$20	\$30		

Option 3 (Pay everything at the beginning):

Class:	Admin Fee:	Amenities Fee:	Total remaining fees	Total fees 2019
	\$20	\$30		

Please choose which plan works for you and tick the relevant box.

FLN also needs you to pay a small *non-refundable* deposit of \$20 in order to complete your enrolment. The \$20 will come of your total fees. Your enrolment will not be confirmed until the \$20 is paid to the office.

If you change your mind about wanting to study with us and withdraw in the first 4 weeks of your study, you will not have to pay any further fees. However, the \$20 deposit you paid at the start is not refundable.

Job Network Referrals

If your Job network sent you here, they may pay your fees. Please provide the name and contact details of your Job Network below.

For Case Workers: Please sign below to indicate you will be covering the cost of the student’s fees for the period of enrolment. Please contact us on 9417 2897 if you have any questions.

Job Network:			
Case Manager:		Phone:	
Signature of CM:			

To show you have understood what you must pay, please sign the declaration below. If you do not understand, an interpreter can be used.

I, agree that I, or my Job Network, will pay Fitzroy Learning Network \$_____ for school fees in 2019. I will pay a \$20 administration fee that is not refundable, plus \$_____:

- At the end of each term
- At the end of each semester
- Before I start class

I understand that if I don’t pay my fees, I cannot receive any certificate or award at the end of my enrolment. I understand if I have any difficulty paying, I can talk to the Education Coordinator to discuss my options.

Student Signature:		Date:	
FLN Staff Signature:		Date:	