



Application for an Extension of Time to Pay Fees

This form should be used by students who are experiencing financial hardship and who require an extension to the deadline for payment.

Please note that the following administrative principles apply:

- Where the due amount is less than \$ 150, payments must be made in cash at the cashier, in no more than 4 installments, with the first one payable on the initial due date. (Only available in exceptional circumstances.)
- A Late Payment Fee of \$100 will apply to all extensions of time to pay Tuition Fees. If an extended payment deadline is missed, further Late Payment Fees will apply unless the student negotiates a revised payment plan **in advance**.
- If an extended payment deadline is missed for the Student Amenities and Services Fee, a Late Payment Fee of \$25 for full-time enrolment and \$10 for part-time and external enrolments will apply. Further Late Payment Fees will apply unless the student negotiates a revised payment plan **in advance**.

You will be advised of the decision by copy of the form in the mail to your registered address.

Student Name

Student Number

Signature & date

Reasons for requesting extension of time to pay fees. Please refer to the guidelines at the bottom of this document, and attach supporting documentation.

Payment Plan

Amount

Due date

Decision (Office use only)

GUIDELINES

The University expects that you have made adequate provision to pay your fees on time. An unexpected or exceptional event must have occurred to prevent you from paying on time.

Examples of unacceptable events are:- funds are in a term deposit that matures after the due date; increase in discretionary expenditure.

You will need to provide documentation to support your claim.

The University will look at your history of fee payments in assessing your request.

The starting point for your payment plan is that for amounts over \$150, half of the fees should be paid by the due date and the balance by no later Week 10 of the relevant semester/trimester. Where the due amount is less than \$ 150 payments must be made in cash at the cashier, in no more than 4 installments, with the first one payable on the initial due date.