



PAYMENT EXTENSION REQUEST FORM

Students are allowed to request for payment extension, but request must be made one week before the instalment due date and up to maximum of 4 weeks extension only after the instalment due date.

REQUEST DETAILS			
Student Name:		Student ID:	
Email:		Mobile No:	
Address:			
Course Name:			
Agency Name:		Instalment due date:	
Describe in detail the reason of your request:			
List down supporting documents provided:			
Requested payment extension dates and amounts			
Extension due dates	Instalment fee amount	Payment extension fee	Total
		\$30	
		\$30	
		\$30	
		\$30	
		Total	
DECLARATION			
<p>I declare that all the information I have given above is true and complete. I understand that failure to pay the fees on the approved dates will cancel my payment plan and must pay the \$144 late fee per each of overdue week as indicated in my signed letter of offer.</p> <p>I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments. If any information is false or has been withheld I accept that this may cause cancellation of my enrolment and/or further consequences</p>			
Student Signature:		Date:	
OFFICE USE ONLY			
Request outcome:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Date processed:
Accounts and Student Services Officer:			