



SC5.3 – Request for Extension or Payment Instalment Form

Student Name:		Student ID:	
Course/s:			
Phone Number:		Email:	

Students who can demonstrate genuine financial hardship may seek approval for an extension for payment of tuition fees or to pay tuition fees by instalments. To be Considered students must meet all the following criteria:

- Must have successfully completed at least one term of study.
- Must be able to demonstrate exceptional circumstances beyond your control directly affecting your ability to pay by the due date.
- Your financial circumstances have changed.
- Instalment Plan Applications for a maximum of 1 term.
- Submit this application *before* the due date of your current invoice.

Late Payment Fee of \$40/day will be applied to your account if your account is overdue. All applications are subject to the approval of AVI Management.

Please fill out (A) or (B)

A) Extension Application:	Date:
I will be able to pay my tuition fees in full on or by:	
B) Instalment Plan Application:	Date:
1 st Instalment Amount:	
2 nd Instalment Amount:	
3 rd Instalment Amount:	
4 th Instalment Amount:	
Total Amount:	
By seeking to pay your tuition fees on an instalment plan, you agree to make repayments on or before the above due dates. Failure to do so will incur a Late Payment Fee of \$100 on each due date.	
Describe the circumstances that occurred AFTER your course commencement that have affected your ability to pay your tuition fees by the due date. Include the approximate dates your circumstances have changed.	
Describe how this change of circumstances has affected your ability to pay your tuition fees by the due date.	



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Explain the steps you are taking to ensure you can pay your future tuition fees.

Declaration:

- I agree to pay my tuition fees on the dates agreed above and understand my obligation to pay by the due dates.
- I am aware that failure to meet any payment dates listed above may result in the cancellation of my enrolment, and, that the Department of Home Affairs will be notified via PRISMS.
- I am aware that failure to meet any payment dates listed above will result in an additional Late Payment Fee of \$40/day until paid in full.
- I am aware that if my enrolment is cancelled, I will remain liable for any outstanding tuition fees.
- If I am unable to pay by the agreed dates, I will notify Student Services immediately.

Student Name:	
Signature:	
Date:	

Office Use Only

Approved By:		Approval Signature:	
Processed By:		Processor Signature:	
Processed Date:			
Comments:			