

International Office Use Only

Received By:

Date:



Request for Tuition Fee Extension or Standard Payment Plan (previously Fees by Instalment)

Onshore International Students only

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

- Must be an international onshore student (international student visa holder)
- Must have successfully completed at least one semester of study
- Must be able to demonstrate exceptional circumstances beyond your control
- Must lodge application *before* the due date of your current invoice

Administration Charge:

\$A0.00 – during COVID-19 restrictions

A\$300.00 must be paid at the time of application submission.

Tick one – I am requesting a:

- Tuition Fee Extension**
(complete Section ABD)

 Standard Payment Plan (3 payments)
(complete Section ACD)

International students complete A-D then email this form to tafesa.international@tafesa.edu.au

Section A: International Student's Personal Details

Full name			
TAFE SA ID Number		Date of Birth:	
Course name			
Address			
	City/Suburb:	State:	Postcode:
Email address			
Telephone	Home:	Mobile:	

Section B: Tuition Fee Extension Request

I seek an extension to the due date of my tuition fee payment to..... OR

Section C: Standard Payment Plan Request

Plans will only be granted for a single semester

<input type="checkbox"/> I require a payment plan for Semester 1 and agree to make repayments on or before the below dates: Date Administration Fee paid		<input type="checkbox"/> I require a payment plan for Semester 2 and agree to make repayments on or before the below dates: Date Administration Fee paid	
1 st February (min 50%)	\$	1 st August (min 50%)	\$
15 th March	\$	15 th September	\$
15 th April	\$	15 th October	\$

Section D: Your Circumstances (student to complete)

In this section you must provide clear statements about your circumstances.

You should include independent documentation to support your application, on an official letterhead if possible.

You may be requested to meet with the International Student Support Consultant to discuss your application in more detail. Support from your study area is essential.

Answer the below questions:

- 1. the reasons as to why you are unable to pay your fees in total as per invoice**
- 2. why you have not been able to make other arrangements to pay the fees in total**

Explain the steps you are taking to ensure you can pay your tuition fees in subsequent semesters

Application Declaration

1. I agree to pay my tuition fees on the dates agreed above and understand my obligation to pay by the due dates
2. 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.
3. I am aware that if my enrolment is cancelled I will be liable for any outstanding tuition fees and be placed in 'unfinancial status' in all TAFE SA systems and that this will affect my parchment issuance (if I am eligible for a parchment).
4. If I am unable to pay by the agreed dates, I will contact the International Student Support Consultant, immediately.

I (international student name)hereby agree to this contract of extension of payment/standard payment plan. I make this contract freely and have been informed of the consequences for failure to make payment by the agreed date(s) above and understand that my Confirmation of Enrolment (COE) will be cancelled if I fail to pay.

Signature _____ Date _____

Assessment and Agreement of Tuition Fee Extension or Standard Payment Plan (previously Fees by Instalment)

(Onshore International Students only)

To the Education Unit

The below international student has submitted a Request for Fee Payment Extension or Standard Support Plan (previously Fee by Instalment)

Procedure for this form:
<ol style="list-style-type: none"> 1. Student liaises with International Student Support Consultant to review financial status and change of circumstance. 2. International Student Support Consultant forwards application & assessment form to Education Unit for review, comment and support 3. Education Unit returns approved/unapproved form to International Student Support Consultant for final International Unit decision and/or communication with student.

Student Name _____ Student ID _____

International Student Support Consultant review & recommendation:

<p>Criteria for assessment of this application:</p> <p><input type="checkbox"/> Exceptional circumstances</p> <p><input type="checkbox"/> Medical reasons</p> <p><input type="checkbox"/> Family personal reasons</p> <p><input type="checkbox"/> Financial circumstances have changed dramatically since visa approval</p>

Approved payment plan & dates Semester 1		Approved payment plan & dates Semester 2	
Date Administration Fee paid		Date Administration Fee paid	
1 st February (min 50%)	\$	1 st August (min 50%)	\$
Date Paid:		Date Paid:	
15 th March	\$	15 th September	\$
15 th April	\$	15 th October	\$

Education Unit

Please provide comment about this application. List details of any meetings or discussions with student regarding their circumstance change:

- Manager/Director Name _____ Signature _____ Date _____
- Declined/Approved (circle which applies)

Supported/Not Supported

Signature _____ Date _____

Print Name _____

International Student Support Consultant

Approved/Not Approved

Signature _____ Date _____

Chris Haas

Manager, International Operations