

International Office Use Only

Received By:

Date:



Request for Tuition Fee Payment by Instalment (Onshore International Students only)

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 as soon as your financial circumstances change
- Must lodge application *before* the due date of your current invoice

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

Section A: 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: Instalment Plan Application

Plans will only be granted for a single semester.

<input type="checkbox"/> I require an instalment plan for Semester 1 and agree to make repayments on or before the below dates: Date \$300 Administration Fee paid		<input type="checkbox"/> I require an instalment plan for Semester 2 and agree to make repayments on or before the below dates: Date \$300 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 C: Your Circumstances

All students complete Section C. 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.

A component of this application will be an interview session with the International Student Support Consultant, International Unit, to discuss your application in more detail. Support from the 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, this will affect parchment issuance.
4. If I am unable to pay by the agreed dates I will contact the International Student Support Consultant, International Unit immediately.

I (student name)hereby agree to this contract of extension of payment/payment by instalments. 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 Payment by Instalment (Onshore International Students only)

To the program group:

The below student has submitted a Request for Fee Payment Extension or Payment by Instalment

Procedure for this form:
<ol style="list-style-type: none"> 1. Student meets with International Student Support Consultant to review application and change of circumstance. Proof of administration fee and first instalment required. 2. International Student Support Consultant forwards application & assessment form to Program Group for review comment and support 3. Program Group returns application & assessment form to International Student Support Consultant for decision and discussion with student

Student Name _____ Student ID _____

International Student Support Consultant review & recommendation:			
Criteria for assessment of this application:			
<input type="checkbox"/> Exceptional circumstances <input type="checkbox"/> Medical reasons <input type="checkbox"/> Family personal reasons <input type="checkbox"/> Financial circumstances have changed dramatically since visa approval			
Approved instalment dates & payments:		Approved instalment dates & payments:	
Semester 1/payment method/Amount		Semester 2/payment method/Amount	
Date \$300 Administration Fee paid		Date \$300 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	\$

Program Area Comment

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)

Support/Not Support

Signature _____ Date _____

Print Name _____

International Student Support Consultant

Approve/Not Approve

Signature _____ Date _____

Chris Haas

Manager, International Operations