

International Office Use Only

Received By:

Date:



Request for Tuition Fee Extension or 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 be able to demonstrate exceptional circumstances beyond your control that would make it impracticable for you to complete your modules requirements
- 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.

Personal details

TAFE SA Student ID Number:									
Full name:									
Course:									
Address:				Suburb:		State:		Postcode:	
Email address									
Home Phone:			Semester Phone:			Mobile:			

Section A: Extension Application

Complete Section A if you are seeking an extension to your payment due date

I will be able to pay my tuition fees in full on or by this date (normally within 2 weeks):	dd/mm/yy
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Section B: Instalment Plan Application

Complete Section B if you are seeking to pay your tuition fees on an instalment plan

Plans will normally 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:		<input type="checkbox"/> I require an instalment plan for Semester 2 and agree to make repayments on or before the below dates:	
1 st February (min 50%)	\$	1 st August (min 50%)	\$
15 th March	\$	15 th September	\$
15 th April	\$	15 th October	\$

TAFE SA International Unit

t: +61 8 8463 5487 f: +61 8 8207 8283 w: www.tafesa.edu.au/international

120 Currie St Adelaide, South Australia, 5000

CRICOS Name: TAFE SA T/A TAFE South Australia

CRICOS Provider Code: 00092B

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. For example: a letter from a financial counsellor.

A component of this application will be an interview session with the International Student Support Coordinator, International Unit, to discuss your application in more detail. Support from the study area is essential.

What are the circumstances that occurred after you commenced your course that have affected your ability to pay your tuition fees. Include the approximate dates your circumstances changed:

Details how this change of circumstance has affected your ability to pay your tuition fees by the due date.

Please explain why you are unable to make other arrangements to pay your tuition fees (ie borrow the money).

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 Immigration & Citizenship will be notified.
3. I am aware that if my enrolment is cancelled I will remain liable for any outstanding tuition fees, and be placed in 'unfinancial status' in all TAFE systems.
4. If I am unable to pay by the agreed dates I will contact the International Student Support Coordinator, International Unit immediately.

Name: _____ Signature: _____ Date: _____

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Assessment and Agreement of Tuition Fee Extension or Payment by Instalment (Onshore International Students only)

To the work group:

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

Procedure for this form:

1. Student meets with International Student Support Consultant to review application and change of circumstance
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: _____

International Student Support Consultant review & recommendation:

Criteria for assessment of this application:

Exceptional circumstances

Medical reasons

Family personal reasons

Financial circumstances have changed dramatically since visa approval

Approved instalment dates & payments: Semester 1/payment method/Amount		Approved instalment dates & payments: Semester 2/payment method/Amount	
<input type="checkbox"/> 1 st February	\$	<input type="checkbox"/> 1 st August	\$
<input type="checkbox"/> 15 th March	\$	<input type="checkbox"/> 15 th September	\$
<input type="checkbox"/> 15 th April	\$	<input type="checkbox"/> 15 th October	\$

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Study 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)

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.

Student: Name _____ Signature _____ Date _____

International Student Support Consultant: Name _____ Signature _____

Date _____

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