

Payment Plan Application Form

SECTION 1 : INSTRUCTIONS

How to Apply

Please complete this form to apply for a payment plan arrangement in your current semester of study.

When you apply for a payment plan arrangement, you must provide a detailed personal statement regarding your financial difficulties and why you are unable to pay your fees on time. If no personal statement is provided, your application will not be assessed.

Once you have submitted your application, please allow up to **5 business days** for processing time and to receive a response to your student email address.

Administration Fee

An administration fee of \$100 is charged to set up a Payment Plan.

Instalment Arrangements

You will be required to pay the first instalment of your fees for the current semester, before the Payment Plan can be activated. The remaining balance will be paid in instalments as defined by the University. The administration fee will be payable with your second instalment.

For **Semester 1**, the standard arrangement is first instalment due by **30 March**, second instalment due by **30 April**, and third instalment due by **30 May**.

For **Semester 2**, the standard arrangement is first instalment due by **30 August**, second instalment due by **30 September**, and third instalment due by **30 October**.

Eligibility Criteria

Payment plans are not available to students commencing their program of study. For undergraduate students you cannot apply in your first year of study. For postgraduate students, you cannot apply in your first semester of study.

For further information regarding eligibility criteria, please read through the UNSW Fee Policy available at the links below.

For International students: <https://student.unsw.edu.au/fees-policy-international-students>

For Domestic students: <https://student.unsw.edu.au/fees-policy-domestic-students>

Cancellation of Payment Plan Arrangement

To cancel your Payment Plan Arrangement, please advise the Student Financials Team of your cancellation by email. If your payment plan has been activated, then the administration fee is non-refundable.

Payment Plan Application Closing Date

Please contact the Student Financials via email to fees@unsw.edu.au for closing date details.

SECTION 2 : PERSONAL DETAILS

Family Name:		Given Name(s):	
Date of Birth: ____/____/____	Program Code:	Program Name:	
UNSW Student ID:		Telephone:	
Email Address:			
Address:			
Have you made a payment? YES / NO		If yes, please advise your payment amount:	

SECTION 3 : DECLARATION/CONSENT

I declare that the information contained on this form is complete and correct. I agree to the conditions of the payment plan arrangement and I have read and understood the UNSW Fee Policy.

SIGNATURE: _____

DATE: _____

SECTION 4 : PERSONAL STATEMENT

Please attach a statement (typed statement must be submitted) outlining your personal reasons for your financial difficulties. You will need to explain to us why you are unable to pay your tuition fees by the due date. You may wish to attach any supporting documentation which is relevant.