

Application for Instalment Plan to Pay Tuition Fees for Semester 1, 2014



Applications for fee instalments are based on individual circumstances and are not automatically granted. You must justify and provide a detailed reason for your request as to why you cannot pay your tuition fees by the due date and attach **documentary evidence** to support your request. This form must be lodged via email to: international.compliance@acu.edu.au before **17 February 2014**. You will be notified of the outcome of this application by email to your ACU student email account approximately one week after the application closing date.

Section A Personal Details

Student ID No.: _____

Family Name: _____

Given Name(s): _____ DOB: ____/____/____

Address: _____

State: _____ Postcode: _____ Daytime/Mobile Number: _____

Course Name: _____

Campus: _____ Semester: _____

Section B Reasons for applying an instalment plan

You must complete both section (i) and (ii).

i) Please provide reasons for applying an instalment plan. Acceptable reasons can include: unexpected medical expenses, loss of income/employment, natural disasters. **Documentation must be attached.**

ii) Please outline how you will be able to pay your instalments on time if your application is approved. **Documentation must be attached.**

The information on this form is collected for the primary purpose of assessing your application for instalment plan to pay your tuition fees. If you choose not to complete all the sections on this form, ACU will not be able to process your application.

Section C Student Declaration

(All boxes must be ticked)

- I understand that if my application is approved, I must pay each instalment in full by the dates specified otherwise this agreement is void.
- I understand the University will cancel my enrolment if each instalment is not paid in full by the due dates.
- I understand that if I have not provided the appropriate documentary evidence, or if the information provided is false and/or misleading, my application will not be processed.
- I certify that the information I have provided is correct and complete.

The approved instalment due dates for Semester 1, 2014 are as follow:

<u>Instalment 1:</u>	50% of total tuition fees payable due	10 March 2014
<u>Instalment 2:</u>	25% of total tuition fees payable due	31 March 2014
<u>Instalment 3:</u>	25% of total tuition fees payable due	21 April 2014

Student signature: _____ DATE: _____

*For electronic submission, you must type your full name in the above student signature box. Typing your name is considered as your formal signature on the Student Declaration.

Section D Office Use Only

Visited ISA Yes No Date: _____

ISA Comments

ISA signature: _____

International Compliance Comments:

Decision Outcome: **Approved** **Rejected**

Authorising staff signature: _____