

CFS22: Application to defer payment plan instalment and/or revise payment plan

This form is to be completed by students who wish to defer or extend the due date of a single instalment on their payment plan and/or change the details of their existing payment plan (For example repayment frequency or dates). **Applications will be assessed on a case by case basis.**

Student Name:

Student ID:

Date of Application:

Course:

I wish to apply to defer/extend the due date of a single payment on my payment plan.

Current Due Date:

Extension requested to:

(Extensions greater than two weeks will not be accepted)

Amount Due: \$

I wish to extend my instalment due date for the following reason(s):

Please attach any supporting documentation to this form if applicable.

I wish to change the details of my existing payment plan:

Repayment Frequency (For example revising payment from monthly to quarterly)

Repayment Date (For example changing the regular repayment date from 1st of the month to another day to coincide with income payment etc)

Please provide details of your request here (Eg new repayment frequency, new repayment day etc), along with reasons for request. (Attach supporting documentation if applicable)

Please Note:

- Changes to payment plans will only be approved where your account is in good standing (no outstanding fees)
- If your request is approved you will be advised via email with the details of your revised payment plan
- The end date of your payment plan cannot change (That is you cannot extend your payment plan beyond its current end date.)

Signatures

Signed:

Printed Name:

Date:

OFFICE USE ONLY
Approval:
Defer/Extension of instalment due date:

Amount outstanding (Amounts greater than one repayment must be cleared first)	\$
Request Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no provide reason:	
Chaser/Xero Updated:	Date:
Student Advised:	Date:
Processed By:	Name:

Variation to Payment Plan:

Outstanding fees checked (Any outstanding fees must be cleared before request can be approved)	\$
Request Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no provide reason:	
Chaser/Xero Updated:	Date:
Student Advised:	Date:
Processed By:	Name: