

Payment Instalment or Fee Extension Request Form

Details

Date:			
Name:			
Student no:		Group No:	
Course:			
Course start date:			

Section 1 – Student to complete

I request an extension for payment of the following:

Amount:	
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Reason: (Please attach any supporting documentation)

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Payment plan instalment option

Payment 1	Payment 2	Payment 3	Payment 4	Payment 5	Payment 6
Amount:	Amount:	Amount:	Amount:	Amount:	Amount:
Date due:	Date due:	Date due:	Date due:	Date due:	Date due:

Failure to make a payment on the due date will incur additional fees as per fees policy

Section 2 – Student to Sign

Acknowledgement

I understand that my application for an extension on fee payment will be processed in accordance with National Training College of Australia Student Fees and Charges Policy.

Print Name:		Signature:	
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Financial Officer Authorisation

Authorisation for Processing

Action to be taken:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ADJUSTED AMOUNT
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Extension Date:	
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Comments:

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Signed:		Position:	
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Print Name:		Date Processed:	
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