

APPLICATION TO WAIVE LATE PAYMENT FEES

Domestic Students



WHEN SHOULD YOU USE THIS FORM?

This form is to be completed by students who have incurred a late fee as a result of failing to pay their fee for a teaching period by the specific due date or extended due dates for payment. This form must be submitted within 30 days of the late fee being applied.

For you appeal to be considered, ensure all relevant questions are answered.

Your application WILL NOT be considered if you have:

- Submitted the form AFTER the 30 day period; or
- You have an existing unpaid liability with Intelligent Training Solutions; or
- Previously defaulted on financial agreements; or
- Not supplied sufficient proof or financial hardship; or
- Not completed the form correctly; or
- If relevant supporting documentation is not attached

SECTION 1: COMPLETE ALL DETAILS

Clearly print your legal name

Title Mr. Mrs. Miss. Ms. Dr. Other

ITS STUDENT NUMBER*

I	T	S	0	0	0				
---	---	---	---	---	---	--	--	--	--

Given Name*		Middle Name	
Last Name (Surname)*		Date of Birth*	___ / ___ / ____
Telephone (Home)		Mobile Number*	
Email Address*			
Name of Course			
Course Code			

REQUEST TO WAIVE LATE FEES

Please I wish to apply to have the following late fees waived.

Late fee to be waived: *

\$

Related Invoice number *

INV-

Please give reasons for requesting a Waiver and include the documentation below when submitting this application (If insufficient space, attach additional documentation)*

APPLICATION TO WAIVE LATE PAYMENT FEES

Domestic Students



I could not pay my fees by the due date because of:

- Delays beyond my control – The bank transfer was bit processed on time though I paid it before the due date.
- Medical reasons – Injury/Illness (attach medical certificate)
- Family/Personal/Special Circumstances (provide supporting documentation)
- Compassionate grounds (provide supporting documentation)
- Other (please specify below, providing relevant details and/or documentation)

Have you incurred a late payment fee on previous invoices

YES | NO

PRIVACY STATEMENT & DISCLAIMER

Intelligent Training Solutions collects, uses and destroys personal information in order to locate student invoices and verify the student's postal address and will use the information only for locating student invoices and verifying the student's postal address in accordance with our Privacy Policy.

I understand that if the request that I submit is incorrect or incomplete that my request will not be processed.

I agree to the terms stated above.

STUDENT SIGNATURE