

# FEE PAYMENT EXTENSION FORM

Domestic Students



## WHEN SHOULD YOU USE THIS FORM?

Continuing students have to pay their fees by the specified due date for the teaching period.

Continuing students whose financial position has been affected by circumstances beyond their control may apply for an extension of payment due date. This application must be made 5 working days prior to the payment due date and accompanied by proof of financial hardship.

Fee extension will be given at the discretion of Intelligent Training Solutions. The extension will only grant you to the census date of the relevant teaching period or Semester.

Applications for Fee Payment Extensions will NOT BE GRANTED if you have:

- Submitted the form AFTER the closing date; or
- Have an existing unpaid liability from Intelligent Training Solutions; or
- Previously defaulted on financial agreements; or
- Not supplied sufficient proof or financial hardship; or
- Not completed the form correctly; or
- Not enrolled for the full period

NOTE:

- Students who have not paid for their first invoice are not eligible to apply for an extension of fees
- Applications for fee payment extension close off 5 working days before the due date.

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

# FEE PAYMENT EXTENSION FORM

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## REQUEST FOR PAYMENT EXTENSION

I wish to apply for an extension of payment of fees.

I Agree to pay the total amount due of:

\$

By the extended due date  
(dd/mm/yyyy)

Failure to pay the fees by the due date will incur a late fee of \$100.00.

Please provide details of financial hardship and submit supporting documentation with this form.

## CONDITIONS

1. I understand that the information provided in support of my application for an extension in the payment of my fee is true in every aspect.
2. If approved, I will ensure that the said fees are paid on or before the agreed extended payment date.
3. I understand that failure to pay by the agreed date may result in my enrolment being encumbered and/or cancelled by Intelligent Training Solutions.
4. **A late payment fee will be charged for payments past the extended due date.** The total student debt will be referred to the Debt Collection Agency. A debt collection fee (cost recovery) of AUD\$100.00 will be added to outstanding fees referred to an external debt collection agency.

## 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 accept these conditions and terms stated above.**

STUDENT SIGNATURE