

# PAYMENT PLAN REQUEST FORM

Students who are experiencing financial difficulties may apply for a Payment Plan to pay their tuition fees in specified installments. Any payment plan put in place will require all fees to be paid by the dates as specified.

A non-refundable administrative fee of \$100 will be applied to all approved payment plans and will be included in the installment payments. Payment Plans can only be granted for one quarter at a time, they will not be extended beyond the last day of teaching. Return completed form to [info@asahe.edu.au](mailto:info@asahe.edu.au)

Payment Plan requests must be submitted by Friday of the first break week (Week 9) to be considered. Refer to the Key Dates page for specific dates.

## Section 1: Personal Information

Student ID	<input type="text"/>	Student Name	<input type="text"/>
Course	<input type="text"/>		

## Section 2: Payment Plan Request

Outline the reason in detail you are requesting a payment plan.

*If the information provided does not fit in the above box, please attach the details in a separate document*

## Section 3: Instalment Options

Outline the payment instalment request details below with the amount payable and date it can be paid. Total payments associated with a payment plan cannot have a deadline after Friday of Week 4.

If you are unable to make payment by the given deadline you must provide supporting documents to show reason otherwise your enrolment may be at risk.

Payment 1	Payment 2	Payment 3
Amount	<input type="text"/>	<input type="text"/>
Date Due	<input type="text"/>	<input type="text"/>
Due Date	<input type="text"/>	<input type="text"/>

## Section 4: Supporting Documentation

Attach supporting documentation that is related to your payment plan request. Ensure the supporting documents included clearly outline the reason for the request.

## Section 5: Student Declaration

- I declare that, to the best of my knowledge, the information provided in this application form and all supporting documentation is true and correct.
- I understand that any incomplete information may lead to the return of my application, or I may be contacted at any time regarding my application for further information. Failure to return the required information may result in the application being refused.
- I understand that failure to make payment based on an approved payment plan may result in cancellation due to non-payment of fees.
- I have read and understood the Student Fees, Charged and Refund Policy and Procedures.

Student Signature

Date