

## HFS22: 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 1<sup>st</sup> 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: