

Finance Payment Extension Request Form

This form is used for any student requesting fee deferral.
 The General Manager is the approving authority for such requests.

1. STUDENT DETAILS

| | | | |
|---------------------------|--|--------------------------|--|
| Student First Name | | Student Last Name | |
| Student ID | | Mobile Contact | |

2. PAYMENT DEFERRAL REQUEST DETAILS

| | | | |
|---|--|----------------------|-------------|
| Course Name | | Request Date | |
| Semester/Study Period | | Academic Year | |
| Amount Owing | | | |
| Invoice Due Date | | | |
| Expected Payment Date | | | |
| Reason for Delayed Payment Request | | | |
| | | | |
| Student Signature | | | Date |

3. APPROVAL

| | | |
|---|------------------|-------------|
| The request for deferral of payment has been approved <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | |
| General Manager Name | Signature | Date |

If not approved, provide reason here:

Office Use Only

Date decision received by AIHE Finance Officer:.....

Student payment record updated: :