

# 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

<b>Student First Name</b>		<b>Student Last Name</b>	
<b>Student ID</b>		<b>Mobile Contact</b>	

## 2. PAYMENT DEFERRAL REQUEST DETAILS

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

## 3. APPROVAL

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

If not approved, provide reason here:

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### Office Use Only

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

Student payment record updated: : .....