

Payment by Instalment Request Form

This form is for students who wish to request payment of their tuition fee in instalments.

1. STUDENT DETAILS

Student First Name		Student Last Name	
Student ID		Mobile Contact No.	

2. INSTALMENT REQUEST DETAILS

Course Name		Request Date	
Study Period		Academic Year	
Total Tuition Fee Owing			
Invoice Due Date			
Instalment Arrangement	First instalment payment:	\$	On (DD/MM/YYYY):
	Second instalment payment	\$	On (DD/MM/YYYY):
	Third instalment payment	\$	On (DD/MM/YYYY):

Reason for Instalment Request & Declaration

Reason:

Declaration:

I understand that:

1. The tuition fee for the Study Period is payable to the Adelaide Institute of Higher Education on or before the census date.
2. I cannot enrol in a new Study Period unless I have fully paid the fees for any previous Study Periods.
3. I request to pay the tuition fee for this Study Period in three equal instalments, with each payment due on the first Monday of the month following the census date for the relevant Study Period.
4. A late fee of AU\$200 will be applied for each missed instalment.
5. Any withdrawal from a subject or course will incur both academic and financial penalties.

Student Signature	Date
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3. APPROVAL

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

Office Use Only

Date decision received by AIHE Finance Officer:

Student payment record updated:.....