

Request for Fee Extension Form

Relevant Standards SRTO 2015: 5.3, 7.3 The National Code 2018: 2.1.7, 3.1, 3.3, 3.4	Linked Documents Student Fees Policy Fee Refund Policy and Procedure Fee Refund Form Student Agreement
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Student to complete the following sections:

Student ID	
Student Name	
Course	

Note: Fee extension can only be granted for a maximum of SIX (6) weeks from the Fee Due Date. Fee Due Date is usually four (4) weeks before the start of an academic term.

Extension Requested	Date:
Reason(s) for Request for Extension <i>(Please provide as much details as possible to support your application)</i> Note: Attach any supporting documents with this form if necessary	
Student Signature	
Date	

ADMIN use only

Process Flow: >>Student Admin >>Academic Manager >>CEO >> Response to the Student

(All fee extension requests must first be recommended by Academic Managers before final approval by the CEO)

Request for Extension	<input type="checkbox"/> Granted <i>(Can only be granted for a maximum of Six Weeks from the Fee Due Date)</i> <input type="checkbox"/> Declined		
If Granted	Fee Due Date		Extended Until
If Declined	Reason(s) for decision:		
Recommended by			Date:
Approved by			Date:

