

## Request to Pay Fee in Instalment (Payment Plan) Form

<b>Relevant Standards</b> SRTO 2015: 5.3, 7.3 The National Code 2018: Standard 2.1.7, 3.1, 3.3, 3.4	<b>Linked Documents</b> Student Fees Policy Fee Refund Policy and Procedure Fee Refund Form Student Agreement
---	---

Student to complete the following sections:

<b>Student ID</b>	
<b>Student Name</b>	
<b>Course</b>	

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

### ADMIN use only

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

*(All payment plan requests must first be recommended by Academic Managers before final approval by the CEO)*

<b>Request for a Payment Plan</b>	<input type="checkbox"/> Granted <input type="checkbox"/> Declined		
<b>If Granted: Payment Plan</b>  <i>Duration of a payment plan must not exceed Eight (8) weeks.                  Maximum six (6) instalments to be used</i>	<b>Instalments</b>	<b>Amount A\$</b>	<b>Due on:</b>
	First		
	Second		
	Third		
	Forth		
	Fifth		
	Sixth (FINAL)		
<b>If Declined</b>	Reason(s) for decision:		
<b>Recommended by</b>			Date:
<b>Approved by</b>			Date:

