

## OTHER FINANCIAL INFORMATION

You may be eligible for a Centrelink payment or a Centrelink loan. Contact your local Centrelink office or Student Welfare for information.

Victoria University has an extensive scholarship program to assist students in financial need. For further information see Scholarships website [www.vu.edu.au/scholarships](http://www.vu.edu.au/scholarships) or phone +61 3 9919 5568.

## FINANCIAL ADVICE AND INFORMATION AVAILABLE TO STUDENTS INCLUDES

- Centrelink payments, Youth Allowance, Austudy, and any other Centrelink issues
- Money management
- Debt management – difficulty paying bills
- HECS / FEE HELP
- Tax Help program
- Student Loans
- Other financial issues
- Scholarships

## STUDENT ENGAGEMENT ALSO OFFERS

- Housing Advice
- Personal Counselling
- Study Related Counselling
- Chaplaincy
- Recreation
- Sport and Fitness
- Disability support  
Student Advisory

## HAVE YOUR SAY

If you are unhappy with any aspect of the Fee Extension application process, you can utilise online Student Complaints policy.

This policy can be viewed at [www.vu.edu.au/studentcomplaint](http://www.vu.edu.au/studentcomplaint)

## YOUR PRIVACY

Your personal and financial information is protected. Full details of Victoria University's Privacy Policies can be viewed at the website <http://www.vu.edu.au/privacy>

## STUDENT ENGAGEMENT AND STUDENT WELFARE

### CONTACT NUMBERS

9919 4418 - Footscray Park Campus  
9919 2399 - St Albans Campus  
9919 8801 - Nicholson Campus

### STUDENT CONTACT CENTRE

FAQs [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
Phone +61 3 9919 6100  
Web [www.vu.edu.au/students](http://www.vu.edu.au/students)

This publication is an information document. Every reasonable effort has been made to ensure that the information in this document is accurate, however it may be subject to change.

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Jan 2011

# FEE EXTENSION "C" INFORMATION

## INFORMATION FOR ELIGIBLE STUDENTS

Higher Education and Further Education International Students

Local Further Education Government Funded Students

## FEE EXTENSION PROCESS

Vocational Education students are not eligible for a fee extension

You may be eligible for an initial Fee Extension 'A' and/or 'B' at a Student Service Centre (SSC). It is important to apply for this before the due date to avoid a fine and risk losing your place in the course.

Victoria University recognises that some students may experience financial difficulties.

If you are unable to pay fees by the due date shown on the invoice you may be eligible to apply for an extension of time by contacting a Student Service Centre or the Student Contact Centre in the first instance.

If you have already contacted a Student Service Centre or the Student Contact Centre and still need assistance regarding your fees, Student Welfare may be able to assist you. Student Welfare can accept applications for Fee Extension "C" within prescribed time limitations.

## APPLYING FOR FEE EXTENSION 'C' (Form A49C):

If you have received Fee Extension 'A' and/or 'B' and cannot pay the amount remaining, or you are ineligible for a Fee Extension 'A' and/or 'B', you may be eligible for a Fee Extension from Student Welfare - Fee Extension 'C'.

Arrange an interview with Student Welfare staff at least 5 working days, before the original due date or extended due date – whichever is relevant.

Collect the 'Fee Extension Application A49C' from a Student Engagement office or download from <http://www.vu.edu.au/current-students/student-essentials/commonly-used-forms>

### BEFORE ATTENDING THE INTERVIEW

Complete the application form. It may assist you to complete the Expenditure Sheet (see the reverse side of the application form).

### ITEMS TO BRING TO THE INTERVIEW INCLUDE

- ❑ the completed Fee Extension Application A49C form,
- ❑ the Enrolment/Tax Invoice,
- ❑ proof of income, if applicable (payslips or statement of payment from Centrelink),
- ❑ Copy of the new Enrolment/Tax Invoice supplied by a Student Service Centre or the Student Contact Centre.
- ❑ receipts for all payments.
- ❑ other supporting documentation outlining why you cannot pay your fees within the timeframe of either Fee Extension 'A' or 'B'.

Many students benefit from paying their fees by instalments during the Fee Extension period. This can be discussed during the Fee Extension interview.

## FINES: FURTHER EDUCATION (FE) INTERNATIONAL AND ALL HIGHER EDUCATION STUDENTS:

If you do not pay all your fees by the due date, and do not have a Fee Extension, your enrolment may be cancelled. Please note that fee extensions are not available to Vocational Education (VE) students.

Cancelled enrolments will have incur a late payment fine and re-instatement fine applied by the University – Higher Education students **ONLY**

In exceptional circumstances fines may be waived.

### NOTE

If you are having difficulty paying your fees within the Fee Extension period contact Student Welfare. Applying for Fee Extension 'C' does NOT guarantee that an extension will be approved.

Student loans are not available for the payment of Tuition Fees.

Student Welfare cannot approve a Fee Extension beyond Census Date for Higher Education – Student Contribution Payments.

**Further Education students:** if you do not withdraw from the course, or obtain a Fee Extension within 4 weeks after the commencement of the first unit of study you will be liable for the full fees.