



# FEE EXTENSION Application – 49C

- This form is to be completed and submitted with any relevant documentation at your Student Welfare Fee Extension appointment.
- Student Welfare contact information is on the back of this form.
- Before completing this form, please read Fee Extension 'C' Application 2009, Information for Students.

STUDENT ID NUMBER		STUDY YEAR	20	CAMPUS	
FAMILY NAME		SECTOR	<input type="radio"/> FE <input type="radio"/> HED	INTERNATIONAL ONSHORE STUDENT?	<input type="radio"/> YES <input type="radio"/> NO
FIRST NAME		OTHER NAMES			
COURSE TITLE		COURSE CODE			

Fee Amount		Fee Payment Plan:		Dates and Amounts	
TOTAL FEE PAYABLE?	\$ _____				
HOW MUCH OF YOUR FEE HAVE YOU PAID?	\$ _____				
HOW MUCH IS THE FEE OUTSTANDING?	\$ _____				

**INCOME AND EXPENDITURE** THE BUDGET SHEET ON THE BACK OF THIS FORM MAY ASSIST YOU TO COMPLETE THIS SECTION

EXPENSES		INCOME	
A HOUSING \$ _____	E EDUCATION \$ _____	EMPLOYMENT \$ _____	
B PERSONAL \$ _____	F TRANSPORT \$ _____	CENTRELINK PAYMENT \$ _____	
C FOOD \$ _____	G GENERAL \$ _____	TOTAL INCOME \$ _____	
D DEBTS \$ _____	TOTAL EXPENSES \$ _____	LESS TOTAL EXPENSES \$ _____	
		BALANCE \$ _____	

REASON FOR FEE EXTENSION	International Higher Education students ONLY)	Higher Education		Further Education (FE)
		Commonwealth Supported	Full Fee	
1. Centrelink Application Lodged				
2. Financial Hardship				
3. Banking/Postal Delay				
4. Currency Issues				
5. Sponsor Problem				
6. Family/Business Problem				
7. Political Problem				
8. University Administrative Error				
9. Other				

Write explanation here:

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I declare that the information I have provided above, best describes my circumstances and if my application is approved I will ensure that the fees are paid on or before the agreed payment date. If I fail to make full payment by the agreed date, I understand that the University may cancel my enrolment. I have read the Privacy Notice on the back of this form.

Student Signature: ..... Date: .....

OFFICE USE ONLY	
Fee Extension Approved	Yes <input type="checkbox"/> Until _____ No <input type="checkbox"/> Date Approved ____ / ____ / ____
Fee Extension Assessed by _____	Signature _____
EFS Data Base Updated	Date: _____

## EXPENDITURE SHEET - OPTIONAL

This money management sheet is provided to assist you to complete the income and expenditure in section 3.

Budgeting to meet your needs is a complex process. It is important to take some time to ensure you have allowed for all your needs and routine expenses.

You will not be directed to change your expenditure in any way.

Please advise if you wish to discuss developing strategies to assist you in your money management.

**FORTNIGHTLY EXPENSES:** complete sections A - F to calculate fortnightly expenses

### A. HOUSING (fortnightly)

Rent/Board or  
Mortgage \$ \_\_\_\_\_  
Electricity \$ \_\_\_\_\_  
Gas \$ \_\_\_\_\_  
Water \$ \_\_\_\_\_  
Telephone \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

**TOTAL A** \$ \_\_\_\_\_

### B. PERSONAL (fortnightly)

Mobile Phone \$ \_\_\_\_\_  
Cigarettes \$ \_\_\_\_\_  
Hobbies/Sport \$ \_\_\_\_\_  
Entertainment \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

**TOTAL B** \$ \_\_\_\_\_

### C. FOOD (fortnightly)

Lunches \$ \_\_\_\_\_  
Supermarket \$ \_\_\_\_\_  
Butcher \$ \_\_\_\_\_  
Market \$ \_\_\_\_\_  
Takeaway \$ \_\_\_\_\_  
Pet Food \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

**TOTAL C** \$ \_\_\_\_\_

### D. DEBTS (fortnightly)

Personal Loan \$ \_\_\_\_\_  
Car Loan \$ \_\_\_\_\_  
Credit Card \$ \_\_\_\_\_  
Rent of TV/ \$ \_\_\_\_\_  
Fridge/Computer \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

**TOTAL D** \$ \_\_\_\_\_

### E. EDUCATION (fortnightly)

Text Books \$ \_\_\_\_\_  
Stationery \$ \_\_\_\_\_  
Childcare \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

**TOTAL E** \$ \_\_\_\_\_

### F. TRANSPORT (fortnightly)

Public Transport \$ \_\_\_\_\_  
Petrol \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

**TOTAL F** \$ \_\_\_\_\_

## YEARLY EXPENSES

### G. GENERAL EXPENSES Divide all yearly totals by 26 to calculate fortnightly amount

Car Registration \$ \_\_\_\_\_  
Car Insurance \$ \_\_\_\_\_  
Car Maintenance \$ \_\_\_\_\_  
Council Rates \$ \_\_\_\_\_  
Health Insurance \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

**TOTAL G** \$ \_\_\_\_\_

**FORTNIGHTLY TOTALS** \_\_\_\_\_

## Student Welfare Contact Numbers

9919 4418 Footscray Park Campus

9919 2399 St Albans Campus

9919 8801 Nicholson Campus

CRICOS Provider No: 00124K

### Privacy Notice

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You should contact us if your details change, or if you believe the information we have about you is not accurate. You may seek access to personal and health information SSD holds about you by contacting SSD, and you will be advised at the time of your request for access of any applicable fee. Formal access applications under the Freedom of Information (FOI) Act can be made to the University's FOI Coordinator, Governance and Policy Branch, PO Box 14428, MELBOURNE VIC 8001, or foiv@vu.edu.au. Information regarding Victoria University's Privacy Policy can be obtained from the University's Privacy Officer who can be contacted at the same address. Full details of Victoria University's Privacy Policies can be viewed on the internet at [www.vu.edu.au](http://www.vu.edu.au).