

FEE EXTENSION APPLICATION

A49

Complete and sign this form if you are unable to pay your tuition fees by the due date indicated on your Enrolment offer/Tax invoice. Please read the eligibility information and instructions below carefully before you complete the details.

FEE EXTENSION INFORMATION

If you are having trouble paying your tuition fees as a result of financial hardship or exceptional personal circumstances you may be eligible to apply for a fee extension. Submit this form with your enrolment form at your enrolment session.

WHAT HAPPENS IF I DON'T PAY MY FEES BY THE DUE DATE?

If you don't pay your fees by the due date you could receive a fine and risk losing your place in your course. See below:

Higher Education, Full Fee and TAFE international students - If your Faculty/School approves reinstatement in your course, you may incur financial penalties.

A late enrolment fine of **\$130** applies if you have not paid by the original due date on your invoice.

A reinstatement of enrolment fine of **\$130** applies in addition to the late enrolment fine if you have not presented on the scheduled date of enrolment AND/OR not paid by the original due date on your Fees owing letter (ie. your enrolment has been cancelled).

If your enrolment has to be reinstated, both fees apply (**total = \$260**).

WHO CAN APPLY FOR A FEE EXTENSION?

If you are an onshore student you can apply for a fee extension before the invoice due date as shown on the Enrolment offer/Tax invoice:

- Higher Education full fee
- Higher Education and Further Education international students
- Further Education (FE) government funded students

WHO CAN'T APPLY FOR A FEE EXTENSION?

- Vocational Education (VE) students
- Vocational Education (VE) and Further Education (FE) full fee students
- Higher Education students enrolled in full fee non-award courses (other than enabling courses)
- Summer or Winter school students (unless it's your last Unit of Study)

HOW TO APPLY FOR A FEE EXTENSION

1. Complete this Fee extension application
2. Follow the steps below:

STEPS FOR EACH FEE EXTENSION	HIGHER EDUCATION FULL FEE AND INTERNATIONAL STUDENTS (HIGHER EDUCATION AND FURTHER EDUCATION (FE))	FURTHER EDUCATION (FE) GOVERNMENT FUNDED STUDENTS
FEE EXTENSION A	Apply in person at a Student Service Centre or online at www.vu.edu.au/askvu before the payment due date specified on your invoice (subject to University closure)	Pay \$50 and apply in person at a Student Service Centre or online at www.vu.edu.au/askvu before the payment due date specified on your invoice (subject to University closure)
FEE EXTENSION B (assessment made on eligibility for fee extension)	Pay 50% of your fees and apply in person at a Student Service Centre or online at www.vu.edu.au/askvu before the payment due date specified on your current invoice (subject to University closure)	Not applicable

I STILL CAN'T PAY.

If you have received a Fee extension A or B and you still cannot pay the remaining amount you need to apply for a Fee extension C by making an appointment with Welfare services at **least 5 working days before the extended date on your invoice**.

Please call +61 3 9919 8801, +61 3 9919 2399 or +61 3 9919 4418 to make an appointment.

CONTACT

Enquiries ASKVU www.vu.edu.au/askvu
 Phone +613 9919 6100
 Fax +613 9919 4429
 Web www.vu.edu.au/students

STUDENT SERVICE CENTRES

City Flinders
 City King
 Footscray Nicholson
 Footscray Park
 Melton

MAIL TO

Admissions and Enrolments
 St Albans Campus
 Victoria University
 PO Box 14428
 Melbourne VIC 8001

PRIVACY INFORMATION

The personal information we collect on this form is for the purpose of enabling you to enrol in your chosen course of study and for Victoria University to deliver that course and related services to you.

You can access your personal information by contacting us at www.vu.edu.au/askvu or +613 9919 4000.

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF).

FEE EXTENSION APPLICATION - A49

Please read the information and instructions on the reverse of this form before you complete the details.

Please write in BLOCK LETTERS using a black or blue pen.

FIRST NAME: _____ STUDENT ID: S _____

FAMILY NAME: _____ DATE OF BIRTH: / /19 _____

OTHER NAMES: _____ STUDY YEAR/SEMESTER: 20 Sem _____

COURSE NAME: _____ COURSE CODE: _____ CAMPUS: _____

MAILING ADDRESS: _____

SUBURB: _____ POSTCODE: _____

HAVE YOU CHANGED YOUR ADDRESS? IF SO, PLEASE SUBMIT A PERSONAL DETAILS AMENDMENT FORM _____

I AM APPLYING FOR (PLEASE TICK):

FURTHER EDUCATION (FE) GOVERNMENT FUNDED STUDENTS

FEE EXTENSION A

4 week extension granted to FE government funded students only after \$50 is paid at the time of enrolment

FEE EXTENSION B

Part of Fee extension A for FE government funded students

HIGHER EDUCATION FULL FEE AND INTERNATIONAL STUDENTS (HIGHER EDUCATION AND FURTHER EDUCATION)

FEE EXTENSION A

3 week fee extension granted to Higher education, Full fee and international (HE and FE)

FEE EXTENSION B

- Granted only after 50% of fees are paid
- 6 weeks granted (includes 3 week Fee extension A)
- Fee extension B cannot be granted beyond census date.

Please indicate the reason/s that best describes why you are applying for a further fee extension with a tick and describe your circumstances below.

	INTERNATIONAL (Higher education and TAFE)	HIGHER EDUCATION FULL FEE
2. Financial hardship	N/A	<input type="checkbox"/>
3. Banking or postal delay	<input type="checkbox"/>	N/A
4. Currency issues	<input type="checkbox"/>	N/A
5. Sponsor problem	<input type="checkbox"/>	N/A
6. Family business problem	<input type="checkbox"/>	N/A
7. Political problem	<input type="checkbox"/>	N/A
8. VU administrative error	<input type="checkbox"/>	
9. Other (please explain below):	<input type="checkbox"/>	<input type="checkbox"/>

STILL CAN'T PAY?

If you have received a Fee extension A or B and you still cannot pay the remaining amount you need to apply for a Fee extension C by making an appointment with Welfare services at least **5 working days before the extended date on your invoice**.

Please call +61 3 9919 8801, +61 3 9919 2399 or +61 3 9919 4418 to make an appointment.

I declare that the information I have provided 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 information, instructions and Privacy information on the reverse of this form.

STUDENT SIGNATURE: _____ DATE: / /20 _____