FEE EXTENSION “C”
INFORMATION FOR ELIGIBLE STUDENTS

The following groups of students ARE eligible to apply for a Fee Extension C:
- Higher Education international, undergraduate & postgraduate students
- Domestic masters students
- Domestic VET students studying certificates I-IV.

The following group of students ARE NOT eligible:
- Full Fee Paying students
- Higher Education and VET Permanent Resident Visa Holders & New Zealand Citizens
- International VET and domestic Diploma and above.

FEE EXTENSION PROCESS
Victoria University recognises that some students may experience financial difficulties. If you are unable to pay fees by the due date shown on your invoice you may be eligible to apply for an extension of time.

You may be eligible for an initial Fee Extension ‘A’ and or ‘B’. It is important to apply before the due date on your invoice to avoid a fine and risk losing your place in the course.

You can apply by visiting VUHQ or call the Student Contact Centre on +61 3 9919.6100.

FEE EXTENSION A
Eligible VET Certificate I - IV students pay at least $100 of your tuition fee and your material fee within 10 days of receiving your fee invoice.

Eligible Higher Education student do not need to pay any money to access a Fee Extension A.

FEE EXTENSION B
Eligible students need to pay half of their tuition fees.

If you have already been granted a Fee Extension A or Fee Extension B and still need assistance with your fees you may apply for Fee Extension C.

Diploma and Advanced Diploma students are required to pay tuition fees by Census Date or access VET Fee Help. Material fees must be paid by the due date on your Invoice.

FEE EXTENSION ‘C’ (Form A49C)
To be eligible, exceptional circumstances must be demonstrated and you will need to provide supporting documents when you apply for a Fee Extension C.

If you are ineligible for Fee Extension ‘C’ you will be required to pay the fees immediately or your enrolment will be cancelled.

You must arrange an interview with Senior Advisor-Welfare at least 5 working days before the original due date or extended due date (Fee Extension A) – whichever is relevant via Online Booking.

‘Fee Extension Application A49C’ form can be downloaded from www.vu.edu.au/fee-extensions

EXCEPTIONAL CIRCUMSTANCES INCLUDE:
- Centrelink delays
- Personal illness or injury
- Sponsor issue – illness, death
- Unexpected financial hardship
- Natural or economic disaster
- Banking delay
- University error

MAKE AN APPOINTMENT ONLINE
BEFORE ATTENDING THE INTERVIEW
Complete the application form and the Expenditure Sheet on the reverse side of the application form.

ITEMS TO BRING TO THE INTERVIEW INCLUDE
- The completed Fee Extension Application A49C form
- A current copy of your Enrolment/Tax Invoice supplied by VUHQ or the Student Contact Centre;
- Proof of income, if applicable (payslips or statement of payment from Centrelink);
- Receipts for all payments;
- Supporting documentation outlining your exceptional circumstance which has prevented you paying your fees.

NOTE
You may benefit from paying your fees by instalments during the Fee Extension period. This can be discussed during the Fee Extension interview.

If you are having difficulty paying your fees within the Fee Extension period contact a Senior Advisor-Welfare.

Applying for Fee Extension ‘C’ does NOT guarantee that an extension will be approved.

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

VET Cert I – V STUDENTS
If you do not withdraw from the course, or obtain a Fee Extension within four weeks after the commencement of the first unit of study, you will be liable for the full fees.

HE INTERNATIONAL AND DOMESTIC HE AND VET 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.

FINANCIAL ADVICE AND INFORMATION AVAILABLE INCLUDES
- Centrelink payments, Youth Allowance, Austudy and any other Centrelink issues
- Centrelink loans
- Money management - difficulty paying bills
- HECS / VET FEE HELP
- Tax Help program
- Student Loans
- Other financial issues

STUDENT ADVISORS ALSO OFFER
- Housing support and advice
- Support for international students
- Educational programs to help you manage study and life responsibilities.

Information about the scholarship programs to assist students in financial need see the Scholarships website www.vu.edu.au/scholarships or by phone +61 3 9919 5568.

HAVE YOUR SAY
If you have concerns about aspects of the Fee Extension C process, utilise the online Student Complaint Resolution Policy. This policy can be viewed at 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 www.vu.edu.au/privacy.

SENIOR ADVISOR-WELFARE
Phone: 9919 6100
Email: student.support@vu.edu.au

STUDENT CONTACT CENTRE
FAQs: www.vu.edu.au/askvu
Phone: +61 3 9919 6100
Web: www.vu.edu.au/students

Information is correct as of 17 March 2017.