



## PAYMENT INSTALMENT OR FEE EXTENSION REQUEST FORM

### STUDENT TO COMPLETE

Please read, complete all the required fields and attach all supporting document to this form.

STUDENT NAME:		STUDENT ID:	
MOBILE:		DATE:	
COURSE:		INTAKE:	
EMAIL:			

### How to apply?

Students who wish to apply for a payment instalment or fee extension for their current course must:

- 1.1 Contact student support who will provide you will all relevant information and/or documents.
- 1.2 Complete the payment instalment or fee extension form by ensuring all data provided are accurate and true.
- 1.3 Attached all supporting document to their application (evidence) and submit to student support in person or where the student is unable to travel to college, via email.
- 1.4 Make an appointment with the Accounts officer to discuss and finalise the matter.

I would like to request and extension of the following:

Invoice No:	
Amount:	\$

The reason for this request is because:

- 1. Because I am going through financial hardship due to personal issues
- 2. Because I am going through financial hardship due to current change in Australian legislations
- 3. Other, please specify:



Address: 176 Wellington Street, 21 Moore street

East Perth Western Australia 6004

Webpage: www.globalcollege.edu.au

IT Support: itsupport@globalcollege.edu.au

Student Support: studentsupportfd@globalcollege.edu.au

**GLOBAL COLLEGE AUSTRALASIA®**

RTO ID: 45088 CRICOS ID: 03564F

General Enquiry: 1300 886 340

Marketing & Admissions: 0448 465 445

Allure Café: 0490 490 170

General Info: info@globalcollege.edu.au Accounts: accounts@globalcollege.edu.au Facebook: facebook.com/GlobalCollegeAustralasia

Marketing & Admissions: admissions@globalcollege.edu.au Allure café: manager@allurecafeperth.com.au (WBT Query)

**ACCOUNTS OFFICER TO COMPLETE:**

PAYMENT NUMBER	AMOUNT	NEW DUE DATE
1	\$	
2	\$	
3	\$	
4	\$	
5	\$	
6	\$	
7	\$	
8	\$	
9	\$	
10	\$	

Accounts Officer's remarks if any

PRISCILA A DE SOUZA  
LEAD ACCOUNTS OFFICER

SIGNATURE

DATE:

**ADMINISTRATIVE USE ONLY:**

VETTRAK has been updated: YES  or NO  A copy of this form has been updated in the student personal file: YES  or NO

Student has been notified: YES  or NO  Date this form has been fully processed:

**STUDENT TO COMPLETE:**

I understand that my application for an extension on fee payment will be processed in accordance with Global College Australasia Course/Tuition fee Policy.

I understand that failure to make a payment on the due date will incur additional fees as per fees policy.

STUDENT'S SIGNATURE:

DATE: