

Payment Instalment or Fee Extension Request Form

Details						
Date:						
Name:						
Student no:				Group No:		
Course:						
Course start date:						
Section 1 – Student to complete						
I request an extension for payment of the following:						
Invoice Number:						
Amount:						
Reason: (Please attach any supporting documentation)						
Payment plan instalment option						
Payment 1	Payment 2	Payment 3	Payment 4	Payment 5	Payment 6	
Amount:	Amount:	Amount:	Amount:	Amount:	Amount:	
Date due:	Date due:	Date due:	Date due:	Date due:	Date due:	
Failure to make a payment on the due date will incur additional fees as per fees policy						
Section 2 – Student to Sign						
Acknowledgement						
I understand that my application for an extension on fee payment will be processed in accordance with The Australian Institute of Commerce and Technology Student Fees and Charges Policy.						
Print Name:			Signature:			
Financial Officer Authorisation						
Authorisation for Processing						
Action to be taken:	<input type="checkbox"/> APPROVED		<input type="checkbox"/> DENIED		<input type="checkbox"/> ADJUSTED AMOUNT	
Extension Date:						
Comments:						
Signed:			Position:			
Print Name:			Date Processed:			