Students who can demonstrate genuine financial hardship may seek approval for an extension to the due date for payment of tuition and hostel fees (outstanding balance and current fees).

To be considered you must meet all of the following criteria. You:
- must be a fee-paying student (either domestic or international);
- must have short-term circumstances, beyond your control, that are causing you genuine financial hardship;
- must lodge the application on or before the due date for the fee(s). Applications lodged after the due date will not be considered.

The due date for fees is detailed on the Fee Account available from the Portal.

The application form, guidelines and policy are available at:

PERSONAL DETAILS

UniMAP Student ID Number:

Full Name:
Programme:
Email Address:
Semester Mailing Address:

Telephone: Home: Mobile:

SECTION A: EXTENSION APPLICATION

Complete Section A if you are seeking a payment extension in order to pay tuition/ hostel fees after the nominated due date.

I will be able to pay my tuition / hostel fees in full on or by this date:
(normal within one month of the published due date)

SECTION B: YOUR CIRCUMSTANCES

All students complete Section B. In this section you must provide clear statements about your circumstances.

You should include independent documentation to support your application, on an official letterhead if possible. For example this may be a letter from an employer who was paying your tuition fees stating that you have recently lost your employment, or a letter from a financial counsellor.

If necessary, you may be required to attend an interview with a Student Finance Officer (Bursary) to discuss your application in more detail.

You may attach additional pages if the space is insufficient.
Detail the circumstances that occurred after you commenced your course that have affected your ability to pay your tuition/hostel fees. Include the date(s) your circumstances changed.

Detail how this change of circumstance has affected your ability to pay your tuition/hostel fees by the due date.

Explain why you are unable to make other arrangements to pay your tuition/hostel fees.

Explain the steps you are taking to ensure you can pay your tuition/hostel fees in subsequent semesters.

Application Declaration
- I agree to pay my tuition/hostel fees on the dates agreed to above, and understand my obligation to pay by the due dates.
- I am aware that failure to meet a payment date may result in the cancellation of my enrolment, and, if I am an international onshore student, that the Department of Immigration and Citizenship will be notified.
- I am aware that if my enrolment is cancelled after the census date I remain liable for any outstanding tuition fees. The University will refer any outstanding debt to a debt collection agency to initiate debt recovery action, including legal action if that is appropriate.
- If I am unable to pay by the nominated dates I will contact Student Finance Services immediately.

Name: ___________________________ Signature: ___________________________ Date: ___________________________