

STUDENT DETAILS

Student Number: _____

Surname/Family Name: _____

Given Name(s): _____

Visa Type: _____

Email: _____

(Email address must be provided in block letters)

Mobile: _____

Address: _____

REQUEST **1. OUTSTANDING FEES ARRANGEMENT**

Once approved, you will be notified of the amounts and the dates of your outstanding fees arrangement.

To be eligible to a new payment schedule, you need to satisfy each of the following requirements:

- You have studied at Greenwich College for at least 6 months.
- You have been attending classes regularly.
- The period between the scheduled payments does not exceed 2 weeks and does not affect any of your following scheduled payments.
- The initial payment is minimum 50% of the outstanding amount.
- You do not study for free at any point.
- Outstanding fees arrangement includes \$100 charge that needs to be paid with the first payment.

 2. SPLIT PAYMENTS

Once approved, you will be notified of the amounts and the dates of your split payment.

To be eligible to split payments, you need to satisfy each of the following requirements:

- You have studied at Greenwich College for at least 6 months.
- You have been attending classes regularly.
- You have no outstanding fees.
- You have made all previous payments as scheduled.
- The period between 2 split payments does not exceed 4 weeks and does not affect any of your following scheduled payments.
- You do not study for free at any point.
- Splitting payments includes \$50 charge that needs to be paid with the first payment.

 3. CHANGE THE DUE DATE

Once approved, you will be notified of the amounts and the dates of your changes of due date.

To be eligible to change due date, you need to satisfy each of the following requirements:

- You have studied at Greenwich College for at least 6 months.
- You have been attending classes regularly.
- You have no outstanding fees.
- You have made all previous payments as scheduled.
- The new due date is not more than 4 weeks after the current due date and does not affect any of your following scheduled payments.
- You do not study for free at any point.
- New payment due date includes \$50 charge.

ORIGINAL PAYMENT PLAN

Amount: _____

Due Date: _____

NEW PAYMENT PLAN

1ST INSTALMENT	2ND INSTALMENT	3RD INSTALMENT	4TH INSTALMENT
Amount: \$ _____ Due date: _____	Amount: \$ _____ Due date: _____	Amount: \$ _____ Due date: _____	Amount: \$ _____ Due date: _____

DECLARATION

I understand and agree that:

- Failure to complete my payments on the scheduled due dates may affect the status and validity of my visa, and that I should contact the Department of Home Affairs for further information.
- My revised payment schedule will be made in accordance with the Greenwich College Terms and Conditions of Enrolment.
- I have read, understood and accepted the Terms and Conditions as explained above.

Signature _____

Date / /

OFFICE USE ONLY

Received on _____ Date <input type="text"/> / <input type="text"/> / <input type="text"/> By _____ <input type="checkbox"/> Approve <input type="checkbox"/> Reject Reason _____ Signature _____ Date _____	E-mail Sent <input type="checkbox"/> Yes PRISMS updated <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable STARS updated <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable Signature _____ Date <input type="text"/> / <input type="text"/> / <input type="text"/>
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