

## Instructions and Application To Pay Tuition Fees by Instalment

### Due Date for applications

You must apply to pay tuition fees by instalment **each semester/trimester**. All applications must be lodged to Information Services, Hub Central t on or before the due date:

7 March 2012 (Semester 1 2012 applications)

8 August 2012 (Semester 2 2012 applications)

30 January 2012 (Trimester 1 2012 applications)

21 May 2012 (Trimester 2 2012 applications)

3 September 2012 (Trimester 3 2012 applications)

*Any applications lodged after the due date may not be considered for assessment.*

### Who should use this form?

This form applies to all fee-paying students who wish to apply to pay their tuition fees by instalment, are in short-term financial hardship, and are not eligible to apply for assistance under FEE-HELP.

### What is short-term financial hardship?

Short-term financial hardship is considered to be where a student will have difficulty meeting the due date for the current term but will have the capacity to pay their fees by the end of the term.

### How do I apply to pay my fees by instalment?

To apply to pay your fees by instalment you will need to complete an application form and provide relevant supporting documents.

### What supporting documents will I need to provide?

In support of your application you will need to provide:

- A Statutory Declaration outlining your financial situation and what has recently changed, and
- Your most recent bank statements

Please note, any application without the above supporting documentation will not be accepted.

Extra supporting documentation is encouraged, you may also provide:

- Your lease agreements
- A statement of support from your sponsor or person responsible for your tuition fees
- Any other documents that support your application

### How do I lodge my application?

Please lodge your application to Information Services, Hub Central. The staff at the Information Services will check over your application, ensuring the required documentation has been provided.

You can also mail your application to:

Student Finance

Student Administrative Services

The University of Adelaide SA 5005

### What are the next steps?

Student Finance will review your application. Student Finance will then contact you to advise you of one of the following:

1. Your application has been approved; or
2. Your application has not been approved; or
3. Further information is required.

Student Finance will contact you by your **student email** address within 5 working days of receiving your application.

If further information is required you may be required to meet with a Student Finance Officer to discuss your application.

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### If approved, what will I need to do?

If your application is approved, Student Finance will prepare a contract for you to sign. This contract is a binding legal document and you are required to abide by all of the terms and conditions of this contract. You must read and understand this document fully before signing. **Do not sign this contract unless you understand it and agree to abide by all of the terms and conditions.**

Whilst you are on an agreed payment plan you will be unable to apply to graduate or apply for official transcripts. This includes the release of results to SATAC for any further program applications.

### What can I do if I don't agree with the University's decision?

If your application has not been approved and you would like to discuss the matter further, please contact Student Finance on 8313 5880.

### What happens if I cannot meet my approved Payment Plan?

If you are unable to meet the approved payment plan you will have any future enrolment cancelled and will not be able to re-enrol until all outstanding fees are paid. You will also not be eligible to pay tuition fees by instalment in any future term.

### Payment Options?

There are a number of payment options listed on your tax invoice on ACCESS Adelaide. Any of these payment options may be used to pay your instalments.

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## Instructions and Application To Pay Tuition Fees by Instalment

Please read the Instructions for Applying to Pay Tuition Fees by Instalment before completing this form.

<b>Case Reference Number:</b>	
	<i>Office Use Only</i>

<b>1. Title</b> (eg. Dr, Mr, Mrs, Miss)	
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<b>2. Your Full Name</b>	Surname	
	Given Names	

<b>3. Your Address</b>	
	<b>Postcode</b>

<b>4. Your Student ID</b>	
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<b>5. Name of your Academic Program</b>	
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<b>6. Year that you commenced this program</b>	
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<b>7. Semester/Trimester and year for which this application is sought</b>	
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<b>8. Reasons for applying to Pay by Instalment</b>
Please provide details of why you are in financial hardship, when you realised this, and when you reasonably expect to be in a sound financial position. (If you need more space, please attach a separate sheet)

