

## Instructions and Application To Pay Tuition Fees by Instalment

### Time Frame for applications

You must apply to pay tuition fees by instalment **each semester/trimester**. All applications must be lodged to the Student Centre on or before the closing date:

12<sup>th</sup> January 2009 (Summer Semester applications)

09<sup>th</sup> March 2009 (Semester 1 2009 applications)

10<sup>th</sup> August 2009 (Semester 2 2009 applications)

9<sup>th</sup> February 2009 (Trimester 1 2009 applications)

1<sup>st</sup> June 2009 (Trimester 2 2009 applications)

7<sup>th</sup> September 2009 (Trimester 3 2009 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 with the Student Centre; the staff at the Student Centre 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.

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

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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.**

### **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 8303 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.



