Due Date for applications
You must apply to pay tuition fees by instalment each semester/trimester. All applications must be lodged to Ask Adelaide, Level 3, Hub Central, North Terrace Campus, on or before the due date:
- 7 March 2016 (Semester 1 2016 applications)
- 8 August 2016 (Semester 2 2016 applications)
- 3 February 2016 (Trimester 1 2016 applications)
- 20 May 2016 (Trimester 2 2016 applications)
- 2 September 2016 (Trimester 3 2016 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.

To be considered for this option, you must meet all of the following criteria:

1) Be a fee-paying student enrolled in a University of Adelaide academic award program
2) Have paid all previous tuition fees
3) Be in genuine short-term financial hardship caused by circumstances beyond the student’s control
4) Lodge the application on or before the specified closing date
5) Have completed at least one semester of study and NOT be a commencing student

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 Ask Adelaide, Hub Central. The staff will check over your application, ensuring the required documentation has been provided.

You can also mail your application to:
Student Finance
Student Services and Administration
The University of Adelaide SA 5005
Instructions and Application To Pay Tuition Fees by Instalment

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?
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.
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.

<table>
<thead>
<tr>
<th>Case Reference Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

1. Title (eg. Dr, Mr, Mrs, Miss)

2. Your Full Name
   - Surname
   - Given Names

3. Your Address

4. Your Student ID

5. Name of your Academic Program

6. Year that you commenced this program

7. Semester/Trimester and year for which this application is sought

8. Reasons for applying to Pay by Instalment
   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)

---

Office Use Only
It may be necessary for Student Finance to consult with other areas of the university in order to assess your case. This would normally be the International Student Centre or Student Care. Please indicate below by marking the appropriate box whether you give permission for Student Finance to consult with these areas.

10. I give permission for Student Finance to consult with the areas I have indicated below:

- International Student Centre
- Student Care

11. Declaration

I declare that I have read and understood the Instructions for Applying to Pay Tuition Fees by Instalment and the information I have given on this application is correct. I also understand and acknowledge that if my application is approved I will be required to enter into a contract with Student Finance and that this contract becomes a binding legal document and I will be required to abide by the terms of it.

Signature: ___________________________ Date: ______________________

Ask Adelaide, Hub Central, Use Only

- Statutory Declaration provided
- Bank statement provided

Staff Member’s Name: ___________________________ Date: ______________________

Student Finance
Instructions and Application To Pay Tuition Fees by Instalment
Review Date: 17/6/2014
Version 1.1
Authorised by Manager, Student Finance