

# Request for Tuition Fee Extension or Payment by Instalment



Students who can demonstrate genuine financial hardship may seek approval for an extension to the due date for payment of student tuition fees or to pay tuition fees by instalments. To be considered, students must meet all of the following criteria:

- Must have successfully completed at least one term of study.
- Must be able to demonstrate exceptional circumstances beyond your control that would make it impracticable for you to pay on the due date.
- Your financial circumstances had changed.
- Must lodge application *before* the due date of your current invoice.

**A Late Payment Fee of \$100.00 will be applied if the agreed payment schedules are not met. We advise that you pay BCCI directly, rather than through your agent, as this may cause delay and incur a late payment fee as a result.**

Personal Details			
BCCI Student ID Number:			
Full name:			
Course:			
Address:			
	Suburb:	State:	Postcode:
Email address:			
Home phone:	Mobile:		

## Section A: Extension Application

Complete Section A if you are seeking an extension to your payment due date.

I will be able to pay my tuition fees in full on or by this date (normally within 2 weeks):	Day / Month / Year ____/_____/_____
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## Section B: Instalment Plan Application

Complete Section B if you are seeking to pay your tuition fees on an instalment plan. Plans will normally only be granted for 1 term only. Previous term should be paid in full.

<input type="checkbox"/> I require an instalment plan for term ____ and agree to make repayments on or before the below dates:	
Date: _____	Amount: \$ _____
Date: _____	Amount: \$ _____
Date: _____	Amount: \$ _____

\*This payment arrangement is subject to approval. You will receive an email if this has been approved.

**Section C: Your Circumstances**

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

**What are the circumstances that occurred after you commenced your course that have affected your ability to pay your tuition fees. Include the approximate dates your circumstances changed.**

**Details how this change of circumstance has affected your ability to pay your tuition fees by the due date.**

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

**Application Declaration:**

1. I agree to pay my tuition fees on the dates agreed above and understand my obligation to pay by the due dates
2. I am aware that failure to meet any payment dates listed above may result in the cancellation of my enrolment, and, that the Department of Home Affairs will be notified via PRISMS.
3. I am aware that if my enrolment is cancelled I will remain liable for any outstanding tuition fees. A debt collection agency will be handling the remaining fees.
4. If I am unable to pay by the agreed dates I will contact the Student Support Officer immediately.

Fees and charges are to be paid in Australian dollars by Electronic Funds Transfer or direct bank deposit to:

Account Name: Bankstown Community College Incorporated  
 Bank: Commonwealth Bank of Australia  
 Swift Code: CTBAAU2S  
 BSB: 062 111  
 Account Number: 0090 9654

Student Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Approval:**

**Accounts Manager Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CRICOS Manager Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal/CEO Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_