

**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 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 may be applied if the agreed payment schedules are not met. We advise that you pay Le Culinaire Hospitality Institute directly, rather than through your agent, as this may cause delay and incur a late payment fee as a result.

Section A. Extension Application	
I will be able to pay my tuition fees in full on or by this date:	Day/Month/ Year ____/____/____
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="radio"/> 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	
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.	

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 payments 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.
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: Le Culinaire Hospitality

Bank: Commonwealth Bank

BSB: 062006

Account Number: 13067052

Student Full Name: _____ Signature: _____

Date: _____ Student ID Number: _____

For Office Approval:

Accounts Manager Name: _____ Signature: _____ Date: _____

Administration Manager Name: _____ Signature: _____ Date: _____