



Payment Instalment or Fee Extension Request Form

Details

Date:			
Full Name:			
Student no:		Batch No:	
Course Name:			
Course start date:			
Contact Details	Ph No:	Email:	
Current Address			

Section 1 – Student to complete

I request an extension for payment of the following:

Invoice Number:	
Amount:	

Reason: (Please attach any supporting documentation)

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Payment plan instalment option

Payment 1	Payment 2	Payment 3	Payment 4	Payment 5	Payment 6
Amount:	Amount:	Amount:	Amount:	Amount:	Amount:
Date due:	Date due:	Date due:	Date due:	Date due:	Date due:
Payment 7	Payment 8	Payment 9	Payment 10	Payment 11	Payment 12
Amount:	Amount:	Amount:	Amount:	Amount:	Amount:
Date due:	Date due:	Date due:	Date due:	Date due:	Date due:

Failure to make a payment on the due date will incur additional fees as per fees policy

Bank Details- ANZ Bank, Account Name: Oceania Polytechnic Institute of Education Pty Ltd, BSB 013 598, Account Number: 302663109, Swift Code: ANZBAU3M

Section 2 – Student to Sign

Acknowledgement

I understand that my application for an extension on fee payment will be processed in accordance with Oceania Polytechnic Institute of Education Pty Ltd's Student Fees and Charges Policy. I understand that if I do not pay on the due instalment date this agreement will be cancelled and liable to pay all the dues immediately with a late payment fee calculate by adding 10 % of the fees due to Oceania Polytechnic Institute of Education Pty Ltd. Failure to Pay the dues in time can result in cancellation of your eCOE and further actioned to debt collecting agencies for recovery.

Student Name		Signature:	
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Financial Officer Authorisation			
Authorisation for Processing			
Action to be taken:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ADJUSTED AMOUNT
Extension Date:			
Comments:			
Signed:		Position:	
Print Name:		Date Processed:	