Guidelines for Requesting a Payment Plan  
International Students

The University expects that you have made adequate provisions to pay your fees on time. For a payment plan to be considered, an unexpected or exceptional event must have occurred.

You will be required to:

1. Prove an unexpected or exceptional event has occurred that has caused financial hardship.
2. Show that you have the means to meet your required instalment payments.

What is a payment plan?
A payment plan allows students to pay their tuition fees in instalments throughout the study period. The instalment dates are fixed and cannot be changed. The instalment amounts are based on your course invoice fee and cannot be changed.

Who should use this form?
If you are an international student and you are having difficulty paying your tuition fees due to exceptional circumstances, you can complete the Application for Student Payment Plan form to apply to pay your fees in instalments.

Where can I check what my tuition fees are?
You can log in to eStudent to check your outstanding tuition fees. For payment information you will need to email yourself your Tax Invoice/Statement.

What are examples of exceptional circumstances?
- You have received a cheque that is in a foreign currency and are waiting for it to be cleared by your Australian bank (copy of the cheque and the date it was deposited into your Australian bank will be required)
- Significant political unrest in your home country which has impacted on your ability to access funds (newspaper or internet copies – including web address clearly identifying articles showing the political situation will be required)
- Unforseen significant medical expenses, either for yourself or your family, that could not have been anticipated (copies of medical letters/certificates from doctors showing dates and details of illness will be required)
- Employment circumstances have changed, for example you or your parent/guardian have become unemployed or had an unforeseen reduction in hours OR your parent/guardian is self-employed and their business has significant debts owed by creditors and can provide a letter from their accountant explaining the creditor issues OR a copy of their Business Financial Statements
- Your fees were paid by a sponsor and through circumstances beyond your control this arrangement has ceased (include a copy of the original sponsor arrangement as well as correspondence detailing when it ended)

What will happen if I submit my application after the due date?
If you submit your application after the due date you will have to pay a $200 late application fee. In addition if your enrolment has also been cancelled you will have to pay a further $200 reinstatement application fee.

How can I ensure my application will not be automatically rejected?
To make sure your application is not automatically rejected ensure you have attached supporting documentation and met the guidelines

My application was approved but I don’t understand why I can’t access my results?

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While you are on a student payment plan arrangement your academic record is sanctioned. A sanction is a flag that is set against an individual student record when the student has outstanding tuition or other fees. The sanction will block access to all final results across the full enrolment record, block production of an Academic Transcript and prevent a student from graduating. The sanction will only be removed when all outstanding fees for that semester have been received. The Department of Immigration and Border Protection (DIBP) will not be advised of your sanction and it does not affect your student visa.

**What will happen if I don't pay by the instalment due dates?**
If you do not pay by each due date your enrolment will be cancelled. To be reinstated you will have to apply for reinstatement, including paying the $200 reinstatement fee. If reinstatement is approved by your Faculty/Institute you will then have to pay any remaining outstanding fees for the semester immediately before the units will be added to your academic record. You will not be eligible for any further extensions of time to pay your fees for the current semester.

Once your enrolment has been cancelled, due to non payment of fees, you will be reported to the Compliance Officer.

**Can I pay my tuition fees before the instalment due dates**
You can pay your fees at any time before the instalment due dates.

**Why was my enrolment cancelled before I submitted this form?**
Prior to and at the beginning of each study period you are emailed reminders about paying your tuition fees. If you do not submit this form requesting a student payment plan, or have not paid your tuition fees by the fees due date each study period, your enrolment will be automatically cancelled.

**How do I have my enrolment reinstated?**
To have your enrolment reinstated you must complete the Application for Reinstatement of Enrolment form and meet the eligibility criteria.

**I have a question, who do I contact?**
If you have read these guidelines and have a query this should be directed to an International Student Advisor (Hobart 6226 1797 or 6226 6633, Launceston 6324 3506).

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