Application Form and Guidelines for a Payment Plan

What is a Payment Plan?

Payment Plans allows International students to pay their tuition fees for one semester in instalments rather than by the due date. Instalment dates are fixed and cannot be changed.

To be eligible for a payment plan you will need to provide supporting documents demonstrating that an unexpected or exceptional event has occurred, which will prevent you from paying your fees by the due date.

Important Information

Students are eligible to receive only ONE payment plan while enrolled at the University of Tasmania. Where a student can demonstrate very exceptional circumstances beyond their control the University may consider an additional payment plan or extension.

Applying for a Payment Plan is free of charge.

Applications open on the first day of the study period you are requesting a Payment Plan for.

Supporting documentation explaining your situation must be included with your application. Applications received without supporting documentation will be automatically rejected.

Commencing students are not eligible for a payment plan – students must have completed a minimum of 50 credit points of study.

Payment plans are only available for study periods where your enrolment load is 37.5 credit points or more.

Students who apply on or after the payment due date are expected to make their first payment instalment on that date.

Applications will be accepted until the census date, but we expect students to continue making payments until the payment plan has been approved and processed.

Sanctions will be applied the day after payment due date and will remain in place until the debt is paid in full. Students will not be able to access any results, request an academic transcript, or graduate until all outstanding fees are paid.

A NoIR (Notice of Intention to Report) will be issued immediately after an instalment due date is missed. If an instalment is missed, your enrolment will be at risk of cancellation

Notification of the outcome of your application will be emailed to you within 10 working days of us receiving your application.

Instalment dates for Semester 1
- 9 March
- 23 March
- 6 April
- 20 April

Instalment dates for Semester 2
- 27 July
- 10 August
- 24 August
- 7 September
Application for Payment Plan
(International Students Only)

Personal Details

<table>
<thead>
<tr>
<th>Student ID</th>
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<tbody>
<tr>
<td>Family Name</td>
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<tr>
<td>First Name/s</td>
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<tr>
<td>Course Code or Title</td>
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<tr>
<td>Study Period</td>
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</tbody>
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☐ Semester 1 or ☐ Semester 2 or ☐ Spring School or ☐ Other

Please remember you are only eligible to receive ONE payment plan.

REASONS FOR REQUESTING A PAYMENT PLAN
(Supporting documentation must also be attached)

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Student Fees Team
Student Operations
Contact Us: U.Connect@utas.edu.au
I have read and understood the **Guidelines for a Payment Plan**.

- I have attached supporting documents that demonstrate my exceptional circumstances.
- I acknowledge that if my application is approved it is for the one study period only.
- I will ensure that my fees are paid on or before the agreed payment instalment dates.
- I acknowledge that if instalment payments are not received by the dates specified on my approved payment plan, my enrolment will be cancelled.
- I acknowledge that a sanction will be placed on my record while fees remain outstanding.
- I understand that I need to email U.Connect@utas.edu.au to advise if I enrol in any additional units after a Payment Plan has been approved.
- I understand that any payment plan granted is subject to review by the Fees Team at any time.
- I have read and understood that the University collects, uses, discloses and stores my personal, sensitive and health information in accordance with the University’s Privacy Policy and Privacy Statements: [https://www.utas.edu.au/privacy](https://www.utas.edu.au/privacy)

Signature _______________________________ Date ___________________