Application Form and Guidelines for a Payment Plan

What is a Payment Plan?

Payment Plans allows International students to pay their tuition fees 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

Where a student can demonstrate very exceptional circumstances beyond their control the University may consider an additional payment plan or extension to the existing one.

Applying for a Payment Plan is free of charge.

Applications open now.

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. If you are a commencing student experiencing difficulty making payment for your first semester of study, please contact a Student Adviser to discuss your situation.

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

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.

If payment is not received in full by your final instalment date you will be issued with a Notice of Intention to Report (NOIR).

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 2, 2020

- 13 July
- 27 July
- 10 August
- 24 August
- 7 September

Student Fees Team
Student Operations
Contact: U.Connect@utas.edu.au
# Application for Payment Plan

(International Students Only)

## Personal Details

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<td>Student ID</td>
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<td>First Name/s</td>
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**Study Period**

- ☐ Semester 1
- ☐ Semester 2
- ☐ Spring School
- ☐ Other

## 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](mailto:U.Connect@utas.edu.au)
Student Declaration and Signature

- 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 at risk of cancellation.
- 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 __________________________