Request for Fee Extension Form

Relevant Standards
SRTO 2015:  5.3, 7.3
The National Code 2007: Standard 2, 3

Linked Documents
Student Fees Policy
Fee Refund Policy and Procedure
Fee Refund Form
Student Agreement

Student to complete the following sections:

Student ID

Student Name

Course

Note: Fee extension can only be granted for a maximum of SIX (6) weeks from the Fee Due Date. Fee Due Date is usually four (4) weeks before the start of an academic term.

Extension Requested

Date:

Reason(s) for Request for Extension (Please provide as much details as possible to support your application)

Note: Attach any supporting documents with this form if necessary

Student Signature

Date

ADMIN use only
Process Flow: >>Student Admin >>Course Coordinator >>CEO >> Response to the Student
(All fee extension requests must first be recommended by Course Coordinators before final approval by the CEO)

Request for Extension

☐ Granted (Can only be granted for a maximum of Six Weeks from the Fee Due Date)
☐ Declined

If Granted

Fee Due Date

Extended Until

If Declined

Reason(s) for decision:

Recommended by

Date:

Approved by

Date: