



APPLICATION FOR EXTENSION OF TIME TO PAY RESIDENTIAL FEES AND CHARGES

GUIDELINES

Students must read the Rules of Residency (Rules involving fees).
 Students must complete this application form and submit it to the USQ Residential Colleges Office.
 Details on why the fees cannot be paid by the due date and a proposed payment plan must be provided.
 A meeting with the Director, Residential Colleges will be scheduled to discuss the application.

Name:

Student Number:

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College/Room number

Email address:

I, (name) _____ hereby request the University of Southern Queensland to grant me an extension of time to pay my residential fees and other charges. I certify that all of the information included in this application is true and correct. The University may withhold all or any academic results, grades or awards until any outstanding Amount Payable has been paid to the University. I acknowledge that all legal costs or collection fees incurred in recovery of unpaid Residential fees will be my responsibility. I realise that if I do not pay my fees on the new due-date, that I may not be allowed to re-enrol. **NB The following must be completed if any fee information is required by a third party**

I authorise the University of Southern Queensland to discuss and/or release my enrolment and fee details to

_____ (state full name of parents/relative/sponsor/organisation)

of _____ (postal address)

who is my nominee during the current study term (semester). I understand that I can revoke this authority at any time by notifying the USQ in writing.

Signature

Date

USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated USQ services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

CRICOS Institution Code: CRICOS Provider No. 00244B QLD | 02225M NSW

Administrative fee payable

An administrative fee of **\$100.00** will be charged and is payable at the time of application. If a student has been granted an extension and then submits a second application for an extension, this application will also incur the administrative fee.

If an extension of time has been granted and the outstanding debt is paid by the new payment due date, this administrative fee will be deducted from the outstanding fee. Otherwise, if the debt is not paid by the new payment due date, the administrative fee will be in addition to the outstanding fee.

Consideration may be given to waiving the administrative fee in extenuating circumstances. This decision is delegated to the University officer responsible for managing and assessing "Extension of Time to Pay" applications.

Please explain in detail why you are unable to pay your fees by the due date and how you will obtain the funds to pay your fees (evidence required):

Attach additional pages if necessary.

Proposed payment plan: (please provide exact dates & amounts)

CHECK LIST

Please make sure that you have completed this form accurately and that you have included all of the necessary documentation.

- I have read and understand the Rules of Residency.
- I have paid the administrative fee.
- I have fully explained why I am unable to pay my fees by the due-date.
- I have included evidence of ability to pay. For example, a statement from employer, benefactor, parents, government agency.
- I have signed and dated the form.

Office Use Only	Proposal accepted	
	Proposal modified and accepted	
	Proposal rejected	
	Signature	
	Date	