



## STUDENT DETAILS

<b>Full Name</b>	
<b>Student Number</b>	
<b>Program</b>	
<b>Amount due</b>	

If you are an international student applying for an extension of time, you must meet the following conditions:

- you have genuine circumstances which have impacted on your ability to pay tuition fees by the due date
- you are enrolled in a full-time load for the current semester or have an approved Reduced Study Load (on campus students only)
- you do **not** have an outstanding debt from a previous semester
- you can provide evidence of your ability to pay fees in full by the extension due date
- you have paid the \$175 administration fee
- you have **not** applied for a Tuition Fee Payment Plan

- your enrolment in the current semester will be cancelled
- reinstatement of your enrolment may be requested within 10 business days of the cancellation (1 October) upon full payment of the outstanding amount
- if your fees remain outstanding, your eCOE will be cancelled for non-payment and the Department of Home Affairs will be notified accordingly

**Please provide details of the reasons you are requesting an extension to pay your tuition fees.**

[illegible]

## STUDENT DECLARATION AND SIGNATURE

This application must be submitted by email to [admin.support@usq.edu.au](mailto:admin.support@usq.edu.au)

By submitting this application, I declare that:

- I have paid the administration fee of \$175.00 and attached proof of payment and I understand that I will forfeit this fee if I do not make payment in full by the extension date.
- I am unable to make payment of my semester tuition fees by the University's published payment date due to extenuating circumstances and I have attached supporting documentation verifying that I will have access to the required funds to pay my fees in full by the extension date.

**Signature of student:**

**Date:**