



<p><b>International Office Use Only</b></p> <p>Received By JL Date:</p>
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## Request for Standard Payment Plan Onshore International Students only

International students who can demonstrate genuine financial hardship may seek approval to pay tuition fees by instalments. To be considered students must meet all of the following criteria:

- Must be an international onshore student on a student visa
- Must be able to demonstrate exceptional circumstances beyond your control
- Must lodge application *before* the due date of your current invoice

### Administration Charge: A\$300.00

- Standard Payment Plan (3 Payments)**  
(complete Section ABC)

International students complete A-C then email this form and the receipt for the administration fee payment to [tafesa.international@tafesa.edu.au](mailto:tafesa.international@tafesa.edu.au)

#### Section A: International Student's Personal Details

Full name:			
TAFE SA ID Number:		Date of Birth:	
Course name:			
Address:			
	City/Suburb:	State:	Postcode:
Email address			
Telephone:	Home:	Mobile:	

#### Section B: Standard Payment Plan Request

**Plans will only be granted for a single semester**

<input type="checkbox"/> I require a payment plan for Semester 1 and agree to make repayments on or before the below dates: Date Administration Fee paid .....		<input type="checkbox"/> I require a payment plan for Semester 2 and agree to make repayments on or before the below dates: Date Administration Fee paid .....	
Date of semester commence (min 50%)	\$	Date of semester commence (min 50%)	\$
1 <sup>st</sup> March	\$	1 <sup>st</sup> September	\$
1 <sup>st</sup> April	\$	1 <sup>st</sup> October	\$

**Section C: Your Circumstances (student to complete)**

How and why have your circumstances changed. Provide evidence to support your situation.

You should include independent documentation to support your application, on an official letterhead if possible.

You may be requested to meet with the International Student Support Consultant to discuss your application in more detail.

**Answer the below questions:**

- 1. the reasons why you are unable to pay your fees in total as per invoice**
- 2. why you have not been able to make other arrangements to pay the fees in total**

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**Explain the steps you are taking to ensure you can pay your tuition fees in subsequent semesters**

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**Application Declaration**

1. I agree to pay my tuition fees on the dates agreed above and understand my obligation to pay by the due dates
2. I am aware that failure to meet any payment dates listed above may result in the cancellation of my enrolment and that the Department of Home Affairs will be notified.
3. I am aware that if my enrolment is cancelled I will be liable for any outstanding tuition fees and be placed in 'unfinancial status' in all TAFE SA systems and that this will affect my parchment issuance (if I am eligible for a parchment).
4. If I am unable to pay by the agreed dates, I will contact the International Student Support Consultant, immediately.

I (international student name) \_\_\_\_\_ hereby agree to this contract for a standard payment plan. I make this contract freely and have been informed of the consequences for failure to make payment by the agreed date(s) above and understand that my Confirmation of Enrolment (COE) will be cancelled if I fail to pay.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**International Unit Support & Approval**

**Supported by Julie Ladic, International Student Support Consultant**

Signature	Date
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**Approved by Michelle Brown, Manager, International Operations**

Signature	Date
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