

# Payment Instalment or Fee Extension Request Form

## Details

Date:

Name:

Student no:

Course:

Course start date:

## Section 1 – Student to complete

**I request an extension for payment of the following:**

Amount:

**Reason: (Please attach any supporting documentation)**

## Payment plan instalment option

Payment 1

Payment 2

Payment 3

Payment 4

Payment 5

Payment 6

Amount:

Amount:

Amount:

Amount:

Amount:

Amount:

Date due:

Date due:

Date due:

Date due:

Date due:

Date due:

**Failure to make a payment on the due date will incur additional fees as per fees policy**

## Section 2 – Student to Sign

### Acknowledgement

I understand that my application for an extension on fee payment will be processed in accordance with GIC Student Fees and Charges Policy.

Print Name:

Signature:

## Financial Officer Authorisation

### Authorisation for Processing

Action to be taken:

APPROVED

DENIED

ADJUSTED AMOUNT

Extension Date:

Comments:

Signed:

Position:

Print Name:

Date Processed: