Fees Office, Student Life

International student:

Tuition fee extension form

[www.uwa.edu.au/askuwa](http://www.uwa.edu.au/askuwa)

M356, The University of Western Australia

35 Stirling Highway

Crawley, Western Australia 6009

Tel: +61 8 6488 3235

CRICOS Provider Code: 00126G

**STUDENT ID**

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| --- | --- |
| **1** | **Who is this form for?** |
| We understand that sometimes life presents unforeseen challenges that can have a serious impact on your finances. If you experienced significant unexpected circumstances beyond your control that have recently impacted on your ability to make on-time payment of your fees then we would like to hear about it – there may be grounds to award you a short extension of time to pay this semester’s fees.Once you have completed all sections of the form and have all your supporting documents, submit your application to the Fees Office via askUWA: <https://ipoint.uwa.edu.au/app/ask>.We will assess your application and provide you with an outcome within 20 working days of receiving a complete application. Submitting an application does **not** guarantee it will be approved; it is a condition of your UWA Acceptance Contract that you have sufficient funds to be able to pay all fees on time for the duration of your studies. If you are a student visa holder, it is also a condition of your Confirmation of Enrolment (CoE) and visa. |
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| **2** | **Am I eligible to apply?** |
|  If you are not sure if you are eligible, please read through the below, or get in contact with us to discuss your situation. The below  is not an all-inclusive list.  Some questions we may ask you: |
| * Have you paid all previous semesters’ fees in full? This application can only be for the **upcoming** semester’s fees.
* Do you have evidence to support your claims? We need proof of your difficulties to assess your application.
* Will you be able to pay your fees before the end of this semester? You won’t be able to continue studying next semester until these fees are paid.
* Will your financial difficulties be resolved before next semester? If they are long term issues, you may need to consider taking a break from your studies.
* Have you previously asked for an extension of time to pay fees? How have your financial circumstances changed since then. You will need to show your current difficulties were serious and unexpected.
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| Circumstances that will **not normally** be considered as grounds:* Money currently sitting in long term savings accounts or in the stock market;
* Money tied up in a family business;
* Waiting on the sale of a property;
* Pre-existing legal matters whose full impact was known before semester started;
* Normal delays in getting money out of your home country; and
* Normal exchange rate fluctuations.
 |
| **3** | **Personal details** |
| Surname: |
| Given names: |
| Perth correspondence address: |
| Suburb: | State: | Postcode: |
| Date of birth: | Australian phone #: |
| Have you ever submitted a fee extension request before? Yes No  |
| **4** | **Details of outstanding fees** |
| How much money do you currently owe to The University of Western Australia? Please include tuition fees, SSAF, late fees, library fines and University accommodation debts. (*E.g. Description: Semester 1 Tuition Fees, Amount: $5000).* |
| **Description** | **Amount**  |
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| **5** | **Details of current circumstances** |
| Please provide full details of the current circumstances that have contributed to you being unable to pay your fees in full for the coming semester (attach a separate page if needed) |
| **6** 4 | **Details of future financial situation** |
| Please provide details of how your current difficulties will be resolved in full before the end of this semester, enabling you to pay next semester’s fees on time without needing another extension (attach a separate page if needed). |
| **7** 4 | **Proposed payment dates** |
| If approved, the usual payment plan extension dates and amounts are:* 50% of fees by census date of the semester (31 March / 31 August); and
* The remaining 50% by the last date of the teaching period (pre-exams).

If you would like to request different dates, please provide below your proposed alternate dates, which must ensure all fees are paid by the end of the teaching period of the semester (pre-exams), and the rationale for how these dates were chosen. If your extension request is approved there is no guarantee that we will be able to accommodate your alternate dates. |
| **8** 4 | **Documents to support your request** |
| Attach all relevant documents. Please include anything you think may be relevant, as we can only assess your case based on what you provide. **Please ensure you include details of your current income and expenses in order to demonstrate that your payment plan is realistic.** |
| **9** | **Student Declaration** |
| **Read the Declaration carefully, tick each box and sign to confirm that you understand and agree to the following terms:*** All formal correspondence regarding this application will be sent to my UWA student email address, and I will check my emails regularly;
* Only complete applications can be considered. The assessment will be based on the information and evidence I provide at the time of submitting this application, and I have attached all relevant documents;
* I understand that submitting this application does not guarantee that a payment plan will be approved. If it is not approved, I will need to make full payment or withdraw from my course until I am in a financial position to return;
* I acknowledge that an encumbrance will be placed on my account for the duration of time that my fees remain unpaid (including during the extension period) and I will not be able to receive any academic documents, unit results, apply for a new course, graduate, re-enrol, apply for release, or apply for a CoE extension until all fees have been paid in full, and that this may impact my ability to apply for a new visa. Any unit enrolments in future periods will be withdrawn until my fees are paid;
* If I am granted a payment extension and I do not make all payments on time I will receive a late fee. This will also result in me receiving a Notice of Intent to Cancel my CoE and enrolment. Cancellation of my CoE may have a serious impact on my student visa, and I should seek advice from the Department of Home Affairs if I have any questions related to my visa;
* It is my responsibility to make contact with the Fees Office via [askUWA](https://ipoint.uwa.edu.au/app/ask) as soon as possible if I am having any difficulties with my payment plan; and
* Providing false, fraudulent or misleading information will result in my application being automatically rejected and may lead to a formal disciplinary process.

**Signature of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |