Fees Office, Student Life

International student:

Financial hardship payment 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

*(8 digits)*

**STUDENT ID**

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| **1** | **Who is this form for?** |
| We understand that sometimes life includes unexpected challenges that can have a serious impact on your finances. If you’re experiencing significant circumstances that are beyond your control, and they’ve meant you’re struggling to pay your semester’s tuition by the due date, then we would like to hear from you – there may be grounds to allow you a short extension to pay this semester’s fees.Once you complete all sections of the form and have all your supporting documents, you can submit your application to the Fees Office via <https://ipoint.uwa.edu.au/app/ask> We will assess your application and get back to you within 20 working days. 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 get in contact with us to discuss your situation. Some questions we may ask you: |
| * Have you paid all previous semesters’ fees? This application should 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.
 |
| Circumstances **not** considered 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 where the full impact was known in advance
* 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 number: |
| Have you ever submitted an 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 Hall debts. (*E.g. Description: Semester1 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 (attach a separate page if needed).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **6** 4 | **Details of future financial situation** |
| Please provide details of how your current difficulties will have been resolved in full before the end of this semester, enabling you to pay next semester’s fees on time without needing another extension.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **7** 4 | **Evidence to support your claim** |
| Attach all relevant evidence. This may include hospital admission records, plane tickets, death certificate etc. Please include anything you think may be relevant, as we can only assess your case based on what you provide. |
| **8** | **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.
* 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. 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.
* I acknowledge that I will not be able to receive a CoE extension, academic documents, unit results, admission to a new course, graduate, re-enrol or a release request until all fees have been paid in full.
* If I am granted a payment extension and I do not make all payments on time I will receive a late fee. This may also result in my CoE and enrolment being cancelled. Cancellation of my CoE may have a serious impact on my student visa, and I should seek advice from the Department of Home Affairs.
* I understand that extensions will not be granted beyond the end of the teaching period of the semester for which I am seeking an extension.
* Providing false or misleading information will result in my application being automatically rejected and may affect my ongoing enrolment at UWA.

**Signature of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **9** | **Fees Office Use Only** |
| **TEAM LEADER** |
| 🗌 **Recommend Approval** 🗌 **Recommend Declined****Reason: OFF** |
| **Signature:**  | **Date:** |
|  |
| **MANAGER** |
| **Additional notes (if required): OFF****ICE USE ONL****Y** |
| **Signature:**  | **Date:** |
|  |
| **PROCESSING** |
| 🗌 **Payment extension recorded in FINF3800** 🗌 **FEE Note recorded in ENRF3070** 🗌 **Spreadsheet updated**🗌 **Outcome sent to student** 🗌 **Paperwork sent to TRIM** |
| **Processed by:** | **Date:** |