



International students experiencing unexpected short-term financial hardship may be eligible to apply for a Tuition Fee Payment Plan. Details of your fees and due date(s) are available in MyInfo > Fees > View Latest Fee Invoice.

**Applications MUST be submitted BEFORE the application due dates below.**

Trimester 1 - Wednesday 4pm 11/01/2023

Semester 1 - Wednesday 4pm 22/02/2023

Trimester 2 - Wednesday 4pm 03/05/2023

Semester 2 - Wednesday 4pm 26/07/2023

Trimester 3 - Wednesday 4pm 23/08/2023

**The Student Centre**

1300 687 3624

studentcentre@murdoch.edu.au

## Student Information

Student Number

Course of Study

Given Name

Surname

**Eligibility Criteria** You must be able to answer "Yes" to all of the questions below to be eligible to apply.

I am an international student on a student visa.	Yes	No
I have completed 12 months of study at Murdoch University. (Please note that commencing students will not be considered).	Yes	No
I am experiencing short-term financial hardship that has suddenly occurred and is beyond my control. (Explain reason below)	Yes	No
I have provided independent evidence of short term financial hardship and financial guarantee that I will be able to meet the instalment deadlines if approved (Bank Statements are not accepted).	Yes	No
I am enrolled full time or have an approved Reduced Study Load.	Yes	No
I have paid 60% of my tuition fees. (Copy of receipt attached).	Yes	No
I have not been previously granted a payment plan.	Yes	No

## Reason for Request

## Proposed Payment Plan

Instalment Amount (\$)	Payment Date
60% of outstanding balance	Wednesday before fee due date of Teaching Period (dates are above)
20% of outstanding balance	Friday Week 4 of Teaching Period
20% of outstanding balance	Friday Week 8 of Teaching Period

On approval of your application, you will be advised of your exact due dates and payment instalment amounts.

**Statement by Student:** By submitting this form I understand that if my payment plan is approved an administrative fee of \$100 will be applied. I understand that my record will be encumbered, blocking my graduation, release of results and academic transcript until full payment has been cleared. I understand my enrolment can be cancelled if I fail to meet the agreed payment dates. I understand a late payment fee of \$100/month will apply if I do not meet the agreed payment date or if I have not negotiated a revised payment plan in advance.

Signature:

Date:

## Procedural Guidelines

1. The Fees and Reporting Team will review your fee payment history when assessing your request.
2. To submit your payment plan, a minimum requirement of 60% of your fees must be paid at the time of submission (with receipt attached).
3. 20% of the remaining fees are due by Week 4 of the teaching period and the final 20% by Week 8 of that teaching period.
4. If you have ongoing financial hardship it may be appropriate to reconsider your ability to commit to University study at this time.

**Submission of Form:** Please save a PDF copy of this form and send as an attachment via (Attach supporting documents as a .pdf, .doc or .jpeg file format):

- 1) MyAnswers > Ask A Question (<http://www.murdoch.edu.au/goto/MyAnswers>) or,
- 2) email to studentcentre@murdoch.edu.au

**Please send from the email address recorded in MyInfo.**

This form is best viewed in Adobe Acrobat Reader.