

\* You only **get 20 extra working days** to pay your course fees.

\* Each student can only apply 1 payment extension during the study period.

\* Payment extension can only be granted by Liberty Construction College CEO or Principal. The approval is based on your course progress and attendance, Liberty Construction College will consider some special circumstances (with evidence provide).

### When should you use this form?

Current students whose financial position has been affected by circumstances beyond their control may apply for an extension of payment due date. Fee extension will be given at the discretion of the Liberty Construction College.

### Applications for Fee Payment Extensions will **NOT BE GRANTED** if you have:

- Have more than 1 existing unpaid liability from Liberty Construction College; or
- Previously defaulted on financial agreements; or
- Not supplied sufficient proof of evidences; or
- Not completed the form correctly;

### 1. Personal Details:

(Fields marked with \* Mandatory are mandatory)

*Student ID:	
*First Name:	
*Last Name:	
*Mobile Number:	
*E-mail:	
*Current Address:	
*Current Program Name & Cohort Name:	

### 2. Request For Fees Payment Extension:

I, \_\_\_\_\_ wish to apply for an extension of payment of fees, and

I, \_\_\_\_\_ agree to pay the total amount due of AUD\$ \_\_\_\_\_

by the extended\*\* due date: \_\_\_\_\_ (dd/mm/yyyy).

**\*\*You only get 20 extra working days to pay your course fees.**

**\*\*Failure to pay the fees by the due date will incur a late fee of \$200.**



# Student Payment Extension Form

Liberty Construction College

CRICOS Code: 03621B/Provider Code: 45199

Please provide reason(s) in below why you need to apply for this extension and submit supporting documentation with this form for review.

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### 3. Conditions & Student Signature:

*(please make sure you fully understand the T&C before you signed and submit this form)*

#### Terms & Conditions:

1. I undertake that the information provided in support of my application for an extension in the payment of my fees is true in every aspect.
2. If approved, I will ensure that the said fees are paid on or before the agreed extended payment date.
3. I understand that failure to pay by the agreed date may result in my enrolment being cancelled by Liberty Construction College, and it may affect to my student visa.
4. I understand that Liberty Construction College will cancel my enrolment within 3 working days after the failure to pay the agreed date.
5. I understand that if the request that I submit is incorrect or incomplete that my request will not be processed.
6. I understand this agreement is confidential and is not to be disclosed to other students. If other students are informed about the terms of this agreement, the enrolment will get cancel immediately by Liberty Construction College.

**I declare that the information provided by me on this form is true and correct.**

**I accept these conditions and terms stated above**

Student Signature:

Date (dd/mm/yyyy):

### Office Use Only

Application Received Date:  Approved: ☐ Yes ☐ No

Approved by (please select one): ☐ CEO (Ricardo Novais) ☐ Principal (Julie Lee)

Approval Person's Signature:

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