

## 1. STUDENT DETAILS

<b>Student First Name</b>		<b>Student Last Name</b>	
<b>Student ID</b>		<b>Mobile Contact</b>	

## 2. INSTALMENT REQUEST DETAILS

<b>Course Name</b>		<b>Request Date</b>	
<b>Semester/Study Period</b>		<b>Academic Year</b>	
<b>Total Tuition Fee Owing</b>			
<b>Invoice Due Date</b>			
<b>Instalment Arrangement</b>	First instalment: Amount to pay: \$ On (DD/MM/YYYY):		
	Second instalment: Amount to pay: \$ On (DD/MM/YYYY):		
	Third instalment: Amount to pay: \$ On (DD/MM/YYYY):		
	The third instalment is due on the census date of each study period, unless otherwise approved by the General Manager.		
<b>Reason for Instalment Request &amp; Declaration</b>			
<b>Reason:</b>          			
<b>Declaration:</b>  <input type="checkbox"/> I declare that I understand after the census date the total tuition fee amount owing is payable to Adelaide Institute of Higher Education.  <input type="checkbox"/> Any subject or course withdrawal after the census date will be subject to full academic and financial penalty.			
<b>Student Signature</b>			<b>Date</b>

### 3. APPROVAL

The request for deferral of payment has been approved <input type="checkbox"/> Yes <input type="checkbox"/> No		
General Manager Name	Signature	Date

# Payment by Instalment Request Form

If not approved, provide reason here:

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**Office Use Only**

Date decision received by AIHE Finance Officer:.....

Student payment record updated: : .....