



## APPLICATION FOR EXTENSION OF TIME PAYMENT OF TUITION FEES

Students must complete **ALL** sections of this application.  
An original signature is required on the Student Signature and Declaration section.

STUDENT DETAILS	
Full Name	
Student Number	
Program	
Semester	
Account Balance	

I request the University of Southern Queensland to grant me an extension of time to pay my current semester tuition fees. I understand and acknowledge that, in accordance with the [Extension of Time Payment of Fees Policy](#) and the [Student Debt Management Procedure](#) the University will apply one or more of the following sanctions if I do not make payment in full by the approved extended due date.

- restrictions on access to Study Desk
- results, academic transcript and graduation withheld
- current semester enrolment cancellation
- restrictions on future Enrolment

**Please provide a brief statement outlining your reasons for requesting an extension of time to pay your semester tuition fees. Your statement must include the length of time you are requesting and how you will obtain the funds to pay your fees.**


### Student Support & Retention use only - application assessment and outcome:

☐

Approved

New payment date

☐

Not approved

Signed

Student Support Coordinator (Administration)

## STUDENT DECLARATION AND SIGNATURE

This application must be submitted to the Student Support Coordinator (Administration), Student Support & Retention by no later than the semester census date. Applications submitted after this date will not be considered.

By submitting this application, I declare that:

- I have read and understood the Application for Extension of Time Payment of Fees guidelines;
- I have paid the administration fee of \$175.00 and attached proof of payment and I understand that this fee will not be refunded if I do not make payment in full by the approved extension due date;
- I am unable to make payment of my semester tuition fees by the University's published payment date due to extenuating circumstances and I have attached supporting documentation from my financial sponsor verifying that I will have access to the required funds to make payment in full by my requested extension date;
- The information provided in this application is true and correct.

**Student Signature**

**Date**

*USQ collects personal information for the purpose of providing products and services selected by you through your learning journey. To comply with legal and administrative obligations information may be disclosed to Commonwealth and State agencies under the Information Privacy Act 2009 (Qld) or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law. The University must and does take all reasonable steps to bind contracted service providers to the privacy principles and reasonable steps are taken to ensure USQ servers are secure and to prevent unauthorized access to our equipment or data. To view our website please go to: <http://www.usq.edu.au/privacy>. For any enquiries please email: [privacy@usq.edu.au](mailto:privacy@usq.edu.au)*

## APPLICATION GUIDELINES

Under the [Extension of Time Payment of Fees Policy and Procedure](#), students who find they are unable to meet their financial commitment to the University by the payment date due to unexpected extenuating circumstances, may apply for an extension of time to pay their tuition fees. Students applying for an extension of time must meet all of the eligibility criteria and must provide genuine supporting evidence verifying that they will have access to the required funds to make payment in full by the requested extension date.

### Eligibility Criteria:

You are eligible to submit an Extension of Time Payment of Fees application if you:

- are an international student (on-shore or off-shore);
- are a full-fee paying domestic student in an award program and are not eligible for a help loan;
- are not sponsored by a third party;
- are enrolled in an award program;
- demonstrate satisfactory academic progress as follows:
  - GPA of 3.00 or above in Undergraduate studies
  - GPA of 3.50 or above in Postgraduate studies

You are not eligible to submit an Extension of Time Payment of Fees application if:

- you are in your first year of study at USQ;
- you are waiting on a fixed-term deposit maturity date or waiting on a tax refund;
- your financial sponsor is absent for any reason, including Bank Managers in cases where students' tuition fees are funded by an education loan;
- you have an existing debt to any section of the University or an overdue extension from a previous semester;
- you are waiting on the outcome of a Waive Academic Penalty and Fee Reversal application or an Exemption application;
- the semester census date has passed;
- your enrolment has not been finalized for the semester.

### Supporting Documentation:

All applications must include supporting documentation verifying that the student will have access to the required funds to pay their tuition fees in full by the requested extension date. Documentation must be from the sponsor (bank, parents etc) who will be responsible for payment of the outstanding fees and must include the sponsor's contact details and signature.

**Applications may be submitted in hard copy format to Student Support & Retention, B Block or by email to [usq.support@usq.edu.au](mailto:usq.support@usq.edu.au). Applications may take up to five business days to assess. Notification of the outcome of your application will be emailed to your University email account.**