



## Payment Plan Application Form (for Scholarship students)

1. The total Payment plan must be completed at least two weeks after the semester commences.
2. Cancellation of enrollment does not necessarily cancel the obligation to make all payments under this payment plan.
4. Student result will be withheld until the payment plan is finalized.

### Personal Information: Please use BLOCK LETTERS and print your name in full.

Student ID Number: \_\_\_\_\_ Programme: \_\_\_\_\_ Sem. \_\_\_\_\_ Yr. \_\_\_\_\_

Student Name: \_\_\_\_\_  
Surname First Name Other Name

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tele. \_\_\_\_\_ Cell: \_\_\_\_\_

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4. Applications will only be approved for reasons of financial hardship or genuine emergencies.
5. This payment plan is only for this semester.
6. Students who do not meet payment dates set out in the payment plan will not be eligible to apply for any future semester and all fees payable for the current semester will become due immediately.

Reason for Payment Plan Request for the _____ Semester	Date of Plan: From: _____ to _____

Average Fortnightly/Monthly Income Details		Average Fortnightly/Monthly Expenses Details	
Work Fortnightly/ Monthly	\$	Rent	\$
Parent/Spouse	\$	Telephone	\$
Other: (Specify)	\$	Electricity	\$
<b>Total Income</b>	\$	Food	\$
*Please attach copy of the last three pay slips, copy of recent utility bills.		Transportation Cost	\$
		Stationery/Books	\$
		Loan payments	\$
		Clothes	\$
		Entertainment	\$
		Other: (Specify)	\$
		<b>Total Expenses</b>	\$

**Conditions:** I declare that the information is true and correct. I understand that the approval of my application will commit me to an agreed schedule and that any failure to make payment will result in the termination of the agreed Payment Plan resulting in the full outstanding balance becoming immediately due and payable. I understand and agree that withdrawal from the University does not release me from this payment plan obligation, any financial penalties or collection cost. Failure to make payment in full will result in a financial hold being placed on your student account, which will prevent you from being registered for the next semester. Even if I withdraw from the programme, I may still owe for unpaid fees if the courses have commenced regardless of whether I have actually attended these courses.

I agree, and have read and understood all the terms and conditions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guarantor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Student will be notified in writing about the outcome of this application within 5-7 working days.