



International students experiencing **extenuating, unexpected, short-term financial hardship** may be eligible to apply for a Tuition Fee Payment Plan. Please carefully review the eligibility criteria and arrange sufficient independent supporting evidence before submitting your application.

Applications MUST be submitted by the application deadline. The application deadline will always be the Wednesday before the tuition fee due date. Please refer to the [MyAnswers page](#) for published application deadlines.

## Student Central

1300 687 3624  
studentcentre@murdoch.edu.au

## Student Information

Student Number	First Name	Surname	Course
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## 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 Subclass 500 student visa.	Yes	No
I have successfully completed a minimum 24 credit points in my current course.	Yes	No
I am experiencing an extenuating short-term financial hardship that has suddenly occurred and is beyond my control which I can verify with independent supporting evidence.	Yes	No
I have attached independent documentation to support my claim of short-term financial hardship and my financial guarantee verifying I will have capacity to meet payments deadlines if my application is approved.	Yes	No
I am enrolled full time.	Yes	No
I agree to the procedural guidelines and have provided a receipt showing payment of at least 60% of the fees.	Yes	No

## Reason for Request

Explain how your circumstances have significantly changed since commencing your studies. The circumstances must be extenuating, sudden, and beyond your control.

## Procedural Guidelines

- The Fees and Reporting Team will review your fee payment history and academic progression when assessing your request. The merit of your application will be evaluated on a case-by-case basis. **Submission of your application and completion of the 60% payment does not guarantee approval for instalments.**
- The Fees and Reporting Team may request additional information or documentation if the application is insufficient. Requests for additional information does not guarantee approval of your application. Please review the [MyAnswers page](#) for more information on supporting evidence.
- If your application is successful, the instalment deadlines will be as follows:
  - 60% with submission of your application
  - 20% by end of week 4
  - 20% by end of week 8If successful, you will be advised of the payment deadlines. No adjustments or further extensions will be granted.
- If your application is unsuccessful, **you will be required to clear the outstanding balance by the due date.**
- If you are experiencing ongoing financial hardship, it may be necessary to reconsider your ability to commit to university study.

**Student declaration:** By submitting this form, I acknowledge that an instalment plan is not guaranteed and my application will be assessed on its individual merits on a case-by-case basis. I understand that if my payment plan application is approved, my record will be restricted, blocking my graduation, release of results and academic transcript until the full balance has been cleared. I also understand and acknowledge that my enrolment will be cancelled if I default on the agreed instalment deadlines. Additionally, I acknowledge a late payment fee of \$100 per month will apply if I do not meet the agreed payment date.

Signature:

Date:

Submission of Form: Please save a PDF copy of this form and send as an attachment via:

- 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.