

## Request for Instalment Payment

Please read the following carefully before submitting this form:

1. Request for instalment payment must be submitted to Student Services Department before the due date with expected date of payment stated clearly.
2. **Each additional instalment is chargeable at \$100 (exclusive of GST).**
3. **The total payable amount is to be made with the submission of this form.**
4. All approvals are at the sole discretion of the School. The School will not be able to consider the request in the absence of compelling reasons.
5. If your request is approved, a *Revised Payment Advise* for your fee will be issued to you and you may attend class as scheduled. **However, the School reserves the right to remove you from class if payment is not received by the due date.**
6. A **Late Payment Charge of \$20 per week** is imposed for late payment of instalment fees. However, the imposition and quantum of the *Late Payment Charge* is at the sole discretion of the School.
7. Resultant of the delay in instalment payment, the continuation in your studies is also subject to:
  - a. The module(s) being offered
  - b. There is an available place
  - c. Non-issuance of certificate/transcripts
  - d. Refusal of participation in examinations
  - e. Outstanding fees as due are paid in full
  - f. There are no issues arising from (1) to (6) above

**THIS SECTION TO BE COMPLETED BY THE STUDENT**

Section A: STUDENT'S PARTICULARS	
FULL NAME	NRIC/FIN No.
CONTACT NO	EMAIL
PROGRAMME/COURSE NAME	

Section B: INSTALMENT REQUEST	
No. of instalments requested:	
Reason for my request:	
Signature of Applicant:	Date:

FOR OFFICIAL USE		
Approved / Not Approved*	Remarks:	
Name & Signature of Admission Consultant	Name & Signature of Finance Officer	Name & Signature of College Director
Date	Date	Date