

* All requests are subjects to approval

1. PERSONAL DETAILS

Student number (8 digit number) *

Title: Dr Mr. Mrs. Ms Miss

Family Name: _____ Given Name : _____

Email address (JCU email for degree students) * _____

Mobile phone: _____ Home phone Number: _____

Current course

Course Code: * _____ Course Title : _____ Mode of study Day Classes Evening/Weekend Classes

2. TYPE OF REQUEST

Please state valid reason(s) for each of the request.

Extension of Payment:
 Period of extension: _____
 Reason for extension: _____

Waiving late fee charge:

Refund due to excess payment:

Others:

3. DECLARATION

I declare that the information provided is true and accurate to the best of my knowledge and that I have not willfully suppressed any information. I understand that information contained in this form is collected for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed onto any other external bodies without prior authorisation unless a valid legal request has been made.

Student Signature : _____ Date (dd/mm/yyyy) : _____ / _____ / _____

4. RETURN INFORMATION

Student Finance
 James Cook University (Singapore)
 Blk C, Student Hub
 Tel : +65-6709 3888
 Email : finance-singapore@jcu.edu.au

Date received : _____ / _____ / _____ Staff: _____

5. ACCESSING PAYMENT PLAN

Checked By : _____

Date (dd/mm/yyyy) : ____ / ____ / ____

Comments (Approval required):

6. APPROVAL

Assessment by Director, Finance / Manger, Finance

Approve

Reject

Comments: _____

Signature of Director, Finance /
Manager, Finance: _____

Date (dd/mm/yyyy) : _____