

# FEE EXTENSION C APPLICATION A49C



**VICTORIA UNIVERSITY**  
MELBOURNE AUSTRALIA

Before completing this form, please read the Fee Extension 'C' Application Information for Students found on [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu) and [www.vu.edu.au/forms](http://www.vu.edu.au/forms). This form is to be completed and submitted with any relevant documentation at your Student Welfare Fee Extension appointment.

Please write in BLOCK LETTERS using a black or blue pen.

TITLE: \_\_\_\_\_ FAMILY NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

GIVEN NAME: \_\_\_\_\_

ARE YOU AN INTERNATIONAL ONSHORE STUDENT?  YES  NO

COURSE CODE: \_\_\_\_\_ CAMPUS: \_\_\_\_\_ STUDY YEAR: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

FEE AMOUNT		FEE PAYMENT PLAN - DATES AND AMOUNTS	
TOTAL FEES PAYABLE?	\$ _____		
HOW MUCH OF YOUR FEES HAVE YOU PAID? \$	\$ _____		
HOW MUCH OF YOUR FEES ARE OUTSTANDING? \$	\$ _____		

**INCOME AND EXPENDITURE** *(The budget sheet on the reverse of this form may assist you to complete this section)*

EXPENSES		INCOME	
A) HOUSING	\$ _____	E) EDUCATION	\$ _____
B) PERSONAL	\$ _____	F) TRANSPORT	\$ _____
C) FOOD	\$ _____	G) GENERAL	\$ _____
D) DEBTS	\$ _____	TOTAL EXPENSES:	\$ _____
		EMPLOYMENT	\$ _____
		CENTRELINK PAYMENT	\$ _____
		TOTAL INCOME:	\$ _____
		LESS TOTAL EXPENSES:	\$ _____
		TOTAL BALANCE:	\$ _____

REASON FOR FEE EXTENSION	INTERNATIONAL HIGHER EDUCATION STUDENTS	TAFE DOMESTIC STUDENTS CERTIFICATES 1 - 4 (Only)
1. Centrelink Application Lodged		
2. Financial Hardship		
3. Banking/Postal Delay		
4. Currency Issues		
5. Sponsor Problems		
6. Political Problems		
7. University Admin Error		
8. Other		

PLEASE ATTACH YOUR WRITTEN STATEMENT THAT SETS OUT YOUR CIRCUMSTANCES TO THIS APPLICATION FORM.

I declare that the information I have provided best describes my circumstances and if my application is approved I will ensure that the fees are paid on or before the agreed payment date. If I fail to make full payment by the agreed date, I understand that the University may cancel my enrolment. I have read the Privacy Notice below.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

<b>OFFICE USE ONLY</b>	FEE EXTENSION APPROVED? <input type="checkbox"/> NO <input type="checkbox"/> YES - UNTIL: ____/____/20____		DATE APPROVED:
	ASSESSED BY:		
	SIGNATURE:		DATE:
	EFS DATABASE UPDATED:		

## EXPENDITURE SHEET

- This money management sheet is provided to assist you to complete the income and expenditure section.
- Budgeting to meet your needs is a complex process. It is important to take some time to ensure you have allowed for all your needs and routine expenses.
- Please advise the Student Welfare Officer if you wish to discuss developing strategies to assist you in your money management.

**FORTNIGHTLY EXPENSES:** complete sections A - F to calculate fortnightly expenses

### A. HOUSING (fortnightly)

Rent/Board \$ \_\_\_\_\_

Mortgage \$ \_\_\_\_\_

Electricity \$ \_\_\_\_\_

Gas \$ \_\_\_\_\_

Water \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL A \$** \_\_\_\_\_

### B. PERSONAL (fortnightly)

Mobile Phone \$ \_\_\_\_\_

Cigarettes \$ \_\_\_\_\_

Hobbies/Sport \$ \_\_\_\_\_

Entertainment \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL B \$** \_\_\_\_\_

### C. FOOD (fortnightly)

Lunches \$ \_\_\_\_\_

Supermarket \$ \_\_\_\_\_

Butcher \$ \_\_\_\_\_

Market \$ \_\_\_\_\_

Takeaway \$ \_\_\_\_\_

Pet Food \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL C \$** \_\_\_\_\_

### D. DEBTS (fortnightly)

Personal Loan \$ \_\_\_\_\_

Car Loan \$ \_\_\_\_\_

Credit Card \$ \_\_\_\_\_

Rent of TV/ \$ \_\_\_\_\_

Fridge/Computer \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL D \$** \_\_\_\_\_

### E. EDUCATION (fortnightly)

Text Books \$ \_\_\_\_\_

Stationery \$ \_\_\_\_\_

Childcare \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL E \$** \_\_\_\_\_

### F. TRANSPORT (fortnightly)

Public Transport \$ \_\_\_\_\_

Petrol \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL F \$** \_\_\_\_\_

## YEARLY EXPENSES

**G. GENERAL EXPENSES (Divide all yearly totals by 26 to calculate fortnightly amount)**

Car Registration \$ \_\_\_\_\_

Car Insurance \$ \_\_\_\_\_

Car Maintenance \$ \_\_\_\_\_

Council Rates \$ \_\_\_\_\_

Health Insurance \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL G \$** \_\_\_\_\_

**FORTNIGHTLY TOTALS \$** \_\_\_\_\_

### CONTACT

Enquiries ASKVU  
Phone [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
Web +613 9919 6100  
[www.vu.edu.au/current-students](http://www.vu.edu.au/current-students)

### STUDENT SERVICE CENTRES

City Flinders Melton  
City King St Albans  
Footscray Nicholson Sunshine  
Footscray Park Werribee

### STUDENT WELFARE

Telephone: +61 3 9919 5400  
Email: [welfare@vu.edu.au](mailto:welfare@vu.edu.au)

### PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students ([www.vu.edu.au/current-students/student-essentials/commonly-used-forms](http://www.vu.edu.au/current-students/student-essentials/commonly-used-forms)) and the Privacy Policy ([www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)).