

## Payment Extension Application Form

### SECTION 1 TO BE COMPLETED BY THE STUDENT

<b>STUDENT NAME</b>		<b>STUDENT ID:</b>	
<b>COURSE:</b>		<b>INTAKE:</b>	
<b>PAYMENT AMOUNT:</b>		<b>DUE DATE:</b>	

<b>I WOULD LIKE TO REQUEST KIC FOR A NEW PAYMENT DUE DATE:</b> (Select at least one)	<b>NEW PAYMENT DUE DATE:</b>	
	<input type="checkbox"/>	<b>1.1</b> Because I am awaiting my payroll which has been delayed.
	<input type="checkbox"/>	<b>1.2</b> Because I am awaiting my family to transfer me funds from offshore.
	<input type="checkbox"/>	<b>1.3</b> Because I currently going through financial hardship as I am not working.
	<input type="checkbox"/>	<b>1.4</b> Because of other reason/s: .....

### STUDENT / EDUCATION AGENT DECLARATION & SIGNATURE:

I, the student, acknowledge and understand that:

1. Payment extension application needs to be submitted at least four weeks before due date.
2. Kingston International College has the right to reject my extension request and I will need to pay fees according to original instalment plan if my request is rejected.

<b>STUDENT SIGNATURE:</b>	<b>DATE:</b>	
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### SECTION 2 TO BE COMPLETED BY KINGSTON INTERNATIONAL COLLEGE (KIC) ACCOUNTS MANAGER:

<b>2.1</b> The Accounts Manager has deemed this application as:	<input type="checkbox"/>	<b>SUCCESSFUL</b>	<input type="checkbox"/>	<b>NOT SUCCESSFUL</b>
<b>2.2</b> Reasons provided by the Accounts Manager for the application outcome:				
<b>ACCOUNTS MANAGER:</b>	SIGNATURE		DATE:	
<b>2.3</b> The student has been emailed the outcome of the application.	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>
<b>2.4</b> The student Wisenet profile finances have been updated accordingly if any..	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>
<b>2.5</b> The student Wisenet profile logbook has been updated with a copy of this finalized application by the admin department.	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>