

Request for Fees Extension Form

(NOTE: Please make sure that ALL appropriate fields are filled up properly;
Errors may result to delays or disapproval of your request.)

Student Name			
Student Number		Date of Birth	
Intake			
Course			
Course Start Date		Course End Date	
Fees due date		Extension date	
Extension Fees amount			

Reason for Fees Extension:

Student Signature: _____

Date: _____

For Admin Use Only:

Received By: _____

Date: _____

Details:

Approved Not Approved

By ACEO:

Date: _____

Approved Extension Date: _____

Note:

- If the student cannot pay the fees on time after this the extension, they will be charged an additional 10%.
- Failure to pay fees on time may result in the cancellation of the CoE.
- Once your Fee Extension is approved, \$200 Admin Fee will be charged. If your application for Fee Extension is not approved, however, no additional charges apply.
- The maximum extension is twenty (20) working days.