

## APPLICATION FOR FINANCIAL ALTERATION

This form is to be completed by EEI students who want to apply to EEI to alter their current agreed instalment/payment plan. This form will be forwarded to EEI directors for approval. This form must be completed 14 days prior to the payment due date.

Please note, this form will generally not be accepted in the following circumstances;

1. Student payment is already overdue
2. Student already has an overdue account
3. Student is not meeting academic or attendance requirements
4. Student has previously past due account payments

Student ID:		Student Full Name:	
Date of Birth:		Course Enrolled:	
Street Address:			
Suburb:		Post Code:	
Email address:		Phone Number:	

### Proposed Payment Details

(Please explain the reason for non-payment of fees by the due date, and new proposal of fees including due dates and payment amounts)

### Declaration

- I declare the information supplied on this form is correct.

Student Signature:		Date:	
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### Office Use Only

Received by:		Date Received:	
Application Approved	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason for non-approval:			
File Updated by:		Date updated:	