

Fee Extension Request Form

Student Details

Student name	
Student ID	
Course	
Course Intake	
Campus	

Section 1 – Request for extension

Invoice number	
Amount	
Reason (please attach any supporting documentation)	

Section 2

Acknowledgement

I understand that my application for an extension on fee payment will be processed in accordance with Dolph Business School's Student Fees and Charges Policy.

Student Signature		Student name	
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ADMIN USE ONLY			
Action to be taken	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Other, please specify:		
Extension Date			
Logged in RTO Data	<input type="checkbox"/> Yes <input type="checkbox"/> No Logged by:	Date	
Confirmation of decision letter sent	<input type="checkbox"/> Yes <input type="checkbox"/> No Sent by:	Date	
Appeal lodged	<input type="checkbox"/> Yes <input type="checkbox"/> No Reference number:	Date	
Comments			
Signature		Date Processed	
Print Name		Position	