



# Payment Extension Application Form

## Student Details

<b>Student Name:</b>		<b>Student No.:</b>	
<b>Course:</b>			
<b>Payment Amount and Due Date:</b>			
<b>Extension Date:</b>			

## Reasons for not being able to make payment according to instalment schedule

## Declaration from Student:

I understand that payment extension application needs to be submitted at least four weeks before due date. I understand that I will be informed via email whether my payment extension application is approved or rejected. I understand that 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 Name:</b>			
<b>Student Signature:</b>		<b>Date:</b>	/ /

## Admin Use Only

<b>Request Outcome:</b>	Yes	No				
<b>Student file updated :</b>	Yes	No	<b>Date:</b>	/ /	<b>Initial:</b>	