



**FEE EXTENSION REQUEST FORM**

<b>PERSONAL DETAILS</b>			
Date:			
Student Name:			
Student ID:			
Course Code/ Course Name:			
Course Commencement Date:			
<b>PAYMENT EXTENSION DETAILS</b>			
I request an extension for payment of the following:			
Invoice Number:			
Amount:			
Reason: (Please attach any supporting documentation)			
<b>ACKNOWLEDGEMENT</b>			
I understand that my application for an extension on fee payment will be processed in accordance with Mercury Institute of Victoria's Student Fees, Charges and Refund Policy.			
Signature:		Date:	/ /
<b>AUTHORISATION</b>			
Authorisation for Processing			
Action to be taken:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ADJUSTED AMOUNT
Extension Date:			
Comments:			
Name:		Position:	
Signature:		Date Processed:	/ /