

Instalment Agreement Request Form

A payment agreement form must be completed by student **before the due date** of next instalment. If we do not receive this form and you already have a payment plan in place, the existing plan will continue until you notify us otherwise. And penalty will be charged if you cannot follow the instalment plan.

Student Name		
Student ID		
Contact detail	Email	
	Mobile	
	Address	
Reason for special payment request		
Instalment plan (can up to 3 instalment)	The 1 st instalment \$ _____ will be made on ___ / ___ / ___.	
	The 2 nd instalment \$ _____ will be made on ___ / ___ / ___.	
	The 3 rd instalment \$ _____ will be made on ___ / ___ / ___.	

Signed:

Date:

Please return this form to finance department or

E: account@globalinstitute.edu.au

A: Level 5, 140 Elizabeth St, Sydney, NSW, 2000