Faculty of Business and Enterprise

Late Penalty Payment Form

To be used by students who have incurred a $200 Late Penalty for late submission of their re-enrolment form.

How Do I Pay My Late Penalty?

- Take this form and payment to the Swinburne Cashier at the Student Information Centre (SIC) at your campus.
  - Payment must be made in person at the Swinburne Cashier by cheque, credit card or EFTPOS.
  - This penalty cannot be paid via Swinlink.
- After payment at the Cashier, take the receipt of payment along with your Re-enrolment Form to the Faculty of Business and Enterprise Administration Office in AGSE114 for processing.
- Please note: Your re-enrolment cannot be processed until a receipt of payment of fees is presented to the faculty administration office. It is your responsibility to be certain the faculty is provided with a receipt as proof of the late penalty payment.
- If you want to appeal the Late Penalty you still need to pay the Late Penalty, before writing a letter stating the reasons for appeal to your Manager, Students and Programs. If the appeal is successful the Late Penalty will be refunded to you.

LATE RE-ENROLMENT FORMS WILL NOT BE ACCEPTED WITHOUT THE RECEIPT OF PAYMENT OF THE $200 LATE RE-ENROLMENT PENALTY

DETAILS OF STUDENT	
Name	
Student Number	
Program Code and Title	

Payment Receipt

Payment is not valid until the imprint of cash register appears and/or separate 'paid' receipt is provided by the cashier

Account Code

159 9900 9927 1040

Total amount owing $ 200.00

Office Use Only			
Date Received		Received by	
Organisation Unit		Date Logged	