



Late Penalty Payment Form



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

How Do I Pay My Late Penalty?

- Take this form to the Student Information Centre (SIC) at your campus.
 - Pay by credit card or EFTPOS.
 - Take your receipt of payment to your Faculty's Administration Office for processing.
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- Your re-enrolment cannot be processed until all outstanding fees and penalties have been paid and you have provided the Faculty Administration Office with a receipt of 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.

DETAILS OF STUDENT			
Name			
Student Number			
Program Code and Title			
<p>Payment Receipt</p> <div style="text-align: center;"> ┌ ┐ Payment is not valid until the imprint of cash register appears and/or separate 'paid' receipt is provided by the SIC └ ┘ </div>			
Total amount owing		\$ 200.00	
Office Use Only			
Date Received		Received by	
Organisation Unit		Date Logged	