

GEORGETOWN AMERICAN UNIVERSITY
Tuition Fee Installment Plan Request Form

Student ID No:	Date :
Name :	Academic Year :
Faculty :	Current Trimester :
Course :	Outstanding Fee :

Reason for Request:

I hereby agree to adhere to the installment plan and to abide by the conditions as set out in the term and conditions. I understand that the University reserves the right to revoke its approval for the installment plan in the event that the terms and conditions are not complied in paying the installments by the stipulated dates as laid down in this form and will result in my status as a student being suspended by the Finance Office. I also agree that the University may impose penalty which will accrue from the due date of the tuition fee.

Student's Signature: _____ Contact Number: _____

For Office Use Only:

Application Status : Approve ☐ Reject ☐

Installment Plan : Monthly ☐
 Biannual ☐

Approved/Rejected by: _____

Reason for Rejection: _____

Date : _____

Note: Please refer to the terms and conditions.

Document Requirement:

1. Proof of Finances – provide us with copies of the past 3 months' pay slips or bank statement. If being sponsored provide pay slips or bank statement of funder.
2. Copy of id card of sponsor if applicable
3. Recommendation letter – if tuition is being sponsored, provide recommendation letter for sponsor.

Terms and Conditions

- 1) This installment plan is only available to full-time students enrolled in Georgetown American University degree courses who are experiencing financial difficulties.
- 2) All applications must be accompanied by the relevant supporting documents for this application to be considered in a fair and objective manner. Failure to do so or inadequate supporting documents may result in this application being rejected.
- 3) All decision is final and appeals will **NOT** be considered.
- 4) Should your financial circumstances remain unchanged after one trimester of installment plan, you are advised to suspend your studies and continue when the financial situation has improved.
- 5) All installment plans will have to be fully settled by the end of the current trimester.
- 6) All installments will need to be paid by the last Friday in previous month.
- 7) Should a student default in his/her monthly payment than the approval of this application will lapse and penalty will accrue from the due date of the tuition fee.
- 8) Application form must be submitted to Finance Office on or before the deadline and any application received after the deadline will **NOT** be considered and appeals will not be considered.

GEORGETOWN AMERICAN UNIVERSITY