

Fee Extension Application Support Guide (Student)

Purpose of the document

This document explains how to use the Fee Extension eForm to submit and review applications for Fee payment extension at the University of Melbourne.

Application URL

<https://feepaymentextension.app.unimelb.edu.au/apex/f?p=fe>

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Create a Fee Extension Application

The steps below outline how to submit an application for Fee Extension application.

Open a web browser and navigate to the Fee Extension website:

<https://feepaymentextension.app.unimelb.edu.au/apex/f?p=fe>

1. Log in using your student username and password.

Login

Please login with your University of Melbourne student username or current applicant ID and password.


By clicking on the Login button, you agree to the University of Melbourne terms of use as set in [Regulation 8.3.R2](#) [Privacy statement](#)

* Username

* Password

Login

2. The Eligibility Assessment screen will display your current student details as recorded by the University.

 1. Complete this form making sure you indicate your preferred payment date. The maximum extension period is up to 2 weeks except in exceptional circumstances, where a date will be negotiated. Proof of exceptional circumstances will be required.
 2. Submit the application for approval
 3. Your extension can take up to 5 business days to be processed.
 4. You will be contacted, or you will receive an email to your student email account confirming your new due date.
 5. Please make sure you make your payments by the new due date in order to avoid a \$100 late payment penalty.

Student Details

Student ID: 582022

Student Title: Ms

Student First Name: Ji In Jean

Student Family Name: Min

Student Email: no-replies@unimelb.edu.au

Preferred Contact No: 0424459244

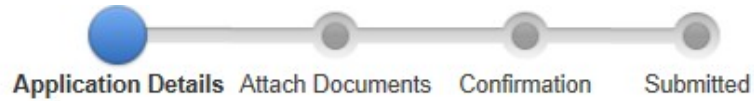
Course Details

Course Title	Course Code	Commencement Date	Org Unit	Course Status	Liability category	Location	Credit Value	Study Type	Study Period	Availability Year	Application Status
Master of Engineering	MC-ENG	2013-07-29	Office of Admissions	Admitted	PG Overseas Fee Paying	Parkville	300	Higher Degree Coursework	Mid Year Intake	2013	-

1 - 1

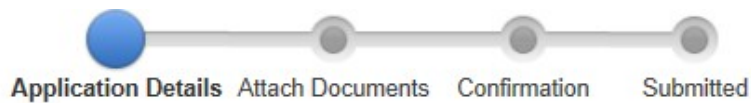
Important: If you are admitted to and enrolled in subjects for more than two courses then course details for two records will display. You can still apply for a fee extension, the staff member reviewing your request will access the application based on the fee due for the course.

- If you are **Commonwealth supported or RTS/CTS supported student**, the following message will display. You will not be able to proceed with your application.




 **You are ineligible to apply for Fee Extension - No extension of time is possible for Commonwealth supported students or those on FEE-HELP as the deadlines are set by the Commonwealth.**

- If you are **admitted and don't have any enrolled subjects**, the following message will display. You will not be able to proceed with your application



 **You are ineligible to apply for Fee Extension - No enrolled subjects**

Enter all the mandatory details for your fee extension application.

Extension Application Details
Please provide full details of the circumstances that prevent you paying by the due date and the steps you are taking to pay by the new payment date:
<input type="text"/>
Have you previously applied for an extension?
<input checked="" type="radio"/> Yes
<input type="radio"/> No
Please indicate if you belong to one of the following:
<input type="radio"/> Canadian Financial Aid Student
<input type="radio"/> Norwegian Government Loan Student
<input type="radio"/> Swedish Government Loan Student
<input checked="" type="radio"/> US Financial Aid Student
<input type="radio"/> SENESCYT Scholarship
<input type="radio"/> None of the above
Extension Length:
<input checked="" type="radio"/> Up to 2 weeks
<input type="radio"/> Longer extension required - exceptional circumstances only
Expected/Nominated preferred date of payment:
<input type="text" value="29-May-2015"/> 

Note: if you select **None of the above** in the financial support list, then the **Acknowledge Fee Payment** page will display. Acknowledge the declaration after attaching documents to proceed to confirmation page.

Application Details Attach Documents **Acknowledge Fee** Confirmation Submitted

i Tick the box if you wish to continue with the application.

I Yuan Gao, acknowledge that if my application is approved, the **\$50 extension fee** will be charged and payable by the revised payment due date.

[← Back](#) [× Cancel](#) [Next >](#)

3. Click **Browse** to select a document from your local computer.

Note: you can attach any document type but it is suggested to use standard formats only, e.g. Word, PDF, JPG, etc. The maximum size of a single document is 10 MB.

Upload Supporting Documents

Add Supporting File
 [Browse...](#)

[Save Document +](#)

Attached Documents
 0 documents uploaded.

[× Cancel](#) [Next >](#)

4. Click **Save Document** to attach the document to the application.

5. Repeat **steps 5 and 6** for all documents that you would like to attach to the application.

File Name	Doc Size (KB)	Download	Delete
Medical Certificate.pdf	258.23	Download	×

- Click the **Delete** symbol to remove an uploaded document from the list. **Note:** You will not be able to remove a document once you have submitted the application.
- Click **Download** if you wish to verify the content of the attached document.

6. Click **Next** to proceed to the next page.

7. Carefully review all information shown on the Confirmation page.

Important: ensure your contact details, application details and the reasons provided are correct.

Click **Back** to return to previous pages if required.

Please review the details of your application. Select the back button if you need to update the information or accept the declaration by checking the box at the bottom of the page and submitting.

Student Details

Applicant / Student ID: 643025

Student Title: Mr

Student First Name: Thibault

Student Family Name: Durant Des Aulnois

Student Email: no-replies@unimelb.edu.au

Pref Contact No: 0497613056

Courses Details

Course Code	Faculty/School	Course Title	Liability	Location	Academic Year	Study Type	Credit Value	Study Period
MC-ENG	Office of Admissions	Master of Engineering	PG Overseas Fee Paying	Parkville	2013	Higher Degree Coursework	300	Mid Year Intake

- You must **declare** that the information you have provided is true and correct and acknowledge you will be liable for a \$100 late payment penalty.

I **Yuan Gao**, acknowledge that if my extension is approved and I do not pay my fees by the revised payment due date, I will be liable for a \$100 late payment penalty and my enrolment may be cancelled. I also acknowledge that the cancellation of my enrolment will not cancel any outstanding fee liability with the University of Melbourne and this debt will be pursued.

- Click **Submit** to submit your Fee Extension application.

A confirmation page will display after submitting the application successfully.

Your application has been submitted.

Thank-you for submitting your application. You will be notified of the outcome of your application within 5 business days.

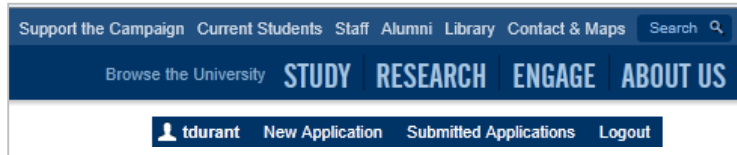
Ok

You will also receive a notification email sent to your nominated email address confirming the submission of your Fee Extension application.

Review Fee Extension Applications

You can review the details and the status of your applications for fee extension at any time.

1. Click **Submitted Applications** in the Fee Extension section.



A list of all your submitted fee extension applications will display.

Application ID	Stu Id	Title	Given Name	Family Name	Contact No	Course Code	Course Full Title	Faculty/School	Decision
71	643025	Mr	Thibault	Durant Des Aulnois	0497613056	MC-ENG	Master of Engineering	Engineering	Unassessed

2. Click the **ID** of the application you would like to review.
3. Review the details provided in the submitted application.

Student Details

Personal Details

Course Details

Course	Course Code	Faculty/School	Academic Year	Liability Category	Study Period
Master of Engineering	MC-ENG	Engineering	2013	PO Overseas Fee Paying	Mid Year Intake

Application Details for # 71

Decision Outcome:
Unassessed

Please provide full details of the circumstances that prevent you paying by the due date and the steps you are taking to pay by the new payment date:
feaf

Have you previously applied for an extension?

Yes
 No

Please indicate if you belong to one of the following:

Canadian Financial Aid Student
 Norwegian Government Loan Student
 Swedish Government Loan Student
 US Financial Aid Student
 SENESCYT Scholarship
 None of the above

Extension Length:

Up to 2 weeks
 Longer extension required - exceptional circumstances only

Expected/Nominated preferred date of payment:
29-MAY-15

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[Add Documents](#)
[Withdraw Application](#)

4. Click **Back** to return to the application list.
5. Click **Add Documents** to attach additional supporting documents to your application.

Fee Remission Applications > Submitted Applications > Add Supporting Documents

i Independent supporting documentation is required; your statement alone is insufficient. Please see [FAQ](#) for information on acceptable documentation. Note: If you are lodging outside the time limit, documentation supporting your inability to lodge within the time limit should be attached here. You will need to contact the Fees Team via email (sa-remission@unimelb.edu) if you would like have specific documents removed from your submitted application.

Supporting Documents

Browse...

Save Document +

Attached Documents

Filename	Download	File Size
IEP.txt	Download	1.12 KB

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Back

6. Click **Browse** to select a document from your local computer.

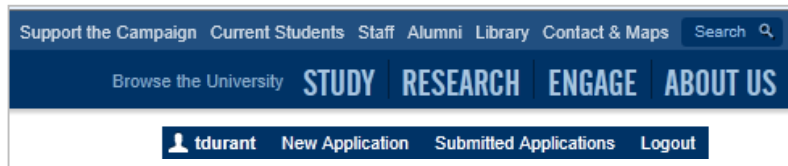
Note: you can attach any document type but it is suggested to use standard formats only, e.g. Word, PDF, JPG, etc. The maximum size of a single document is 10 MB.
7. Click **Save Document** to attach the document to the application.
8. Repeat **steps 6 and 7** for all documents that you would like to attach to the application.

Note: You will not be able to remove documents already attached to the application.
9. Click **Download** if you wish to verify the content of the attached document.
10. Click **Back** to return to the previous page.

Withdraw Fee Extension Application

You can withdraw your application for fee extension only if the application status is **Unassessed**.

1. Click **Submitted Applications** in the Fee Extension section.



A list of all your submitted fee extension applications will display.

Application ID	Stu Id	Title	Given Name	Family Name	Contact No	Course Code	Course Full Title	Faculty/School	Decision
71	643025	Mr	Thibault	Durant Des Aulnois	0497613056	MC-ENG	Master of Engineering	Engineering	Unassessed

2. Click the **ID** of the application that you would like to withdraw.

Review the details provided in the submitted application.

Student Details

➤ Personal Details

Course Details

Course	Course Code	Faculty/School	Academic Year	Liability Category	Study Period
Master of Engineering	MC-ENG	Engineering	2013	PG Overseas Fee Paying	Mid Year Intake

Application Details for # 71

Decision Outcome:
Unassessed

Please provide full details of the circumstances that prevent you paying by the due date and the steps you are taking to pay by the new payment date:
feaf

Have you previously applied for an extension?
 Yes
 No

Please indicate if you belong to one of the following:
 Canadian Financial Aid Student
 Norwegian Government Loan Student
 Swedish Government Loan Student
 US Financial Aid Student
 SENESCYT Scholarship
 None of the above

Extension Length:
 Up to 2 weeks
 Longer extension required - exceptional circumstances only

Expected/Nominated preferred date of payment:
20-MAY-15

← Back
Add Documents
Withdraw Application

3. Click **Withdraw Application**.

4. Enter the reasons for withdrawing your fee extension application.

Fee Extension Applications > Submitted Applications > **Withdraw Application**

Fee Extension withdrawal instructions

Withdraw Application

Provide reasons for withdrawal:

[< Back](#) [Withdraw Application](#)

5. Click **Withdraw Application** to complete the withdrawal.

The Decision Outcome of your application will change to **Withdrawn**.

Application Details for # 71

Decision Outcome:
Withdrawn

Please provide full details of the circumstances that prevent you paying by the due date and the steps you are taking to pay by the new payment date:
fewf

Have you previously applied for an extension?
 Yes
 No

Please indicate if you belong to one of the following:
 Canadian Financial Aid Student
 Norwegian Government Loan Student
 Swedish Government Loan Student
 US Financial Aid Student
 SENESCYT Scholarship
 None of the above

Extension Length:
 Up to 2 weeks
 Longer extension required - exceptional circumstances only

Expected/Nominated preferred date of payment:
29-MAY-15

6. Click **Back** to return to the previous page.

Need Further Assistance?

If you require further assistance or would like to report an issue with this application form, please call **13 MELB** or visit (<https://students.unimelb.edu.au/student-support/advice-and-help/stop-1>)