

Upfront payment of student contribution fees

Refer to the [Study Assistance Procedures](#) before completing this request.

EMPLOYEE DETAILS

Employee's name: Student Id no.:

Work unit:

Phone: Email:

STUDY DETAILS

Course of study:

Enrolling institution:

Year of commencement: Anticipated year of completion:

Study period: Commencement: Completion:

Unit/s being studied:

(i) (iii)

(ii) (iv)

Current student contribution fees \$.....

If enrolled at another institution please tick preferred method of payment: cheque or Electronic Funds Transfer (EFT)

DECLARATION AND ACKNOWLEDGMENT

I declare that I have formally enrolled in the course of study and unit/s indicated above and I;

- request that Southern Cross University pay on my behalf to the institution named above, the charge incurred by me in respect of that enrolment.
- authorise the University to deduct from my salary such amount, in equal instalments, as is required to discharge the debt, on or before the semester/trimester completion date shown above; and
- agree to repay the University in full, any amount outstanding should I cease employment with the University.

I have attached my:

- Enrolment form; and
- Tuition fee invoice.

Employee's signature: Date:

CONFIRMATION

I confirm that the course being undertaken is an approved course of study.

Head of Work Unit: Date:

Submit

Privacy Notice

Southern Cross University collects, stores and uses personal information for the purposes of administering recruitment and employment. The information collected is confidential and will not be disclosed to third parties without your consent, unless we are required by law. The requested information is required to facilitate your employment; it is not required by law. To access or update your information please contact hr@scu.edu.au. For further information refer to the [University's Privacy Management Plan](#).

[Oct17]

FINANCIAL SERVICES (GL Code 1 000 00 7310)

Amount: Instalment amount: Cheque / EFT Details:

Date Debt Repaid: Deduction cancelled: