

Request for Delay of Payment

Learners must be aware that applications for request of delay of payment of course fees **must be submitted two weeks** prior to the start of the registration date (please refer to your academic calendar published on the University website)

Learner ID: _____ Learner Name: _____
Registered Program: _____ Semester: _____
e-Mail: _____ Contact No: _____

I would like to request an extension of the deadline for course fees for the courses mentioned below:

No.	Course Code	Course Name	Course Fees
1.			
2.			
3.			
4.			
5.			
Total Course Fees to be delayed:			

In the case of existence of evidence for the request of delay of payment please attach the document to this form

For University Use:

This form is not considered valid until it is signed by all parties within the university.

- The Finance Unit within the university has accepted the learner's request for delay of payment, for the courses mentioned above. Payment for all above mentioned courses must be issued no later than ____/____/ 20 ____
- The Finances Unit has declined learner's request and therefore learner must issue course fees payment within dates mentioned for course fee issuance to remain enrolled in the courses.

Head of Finance Unit Signature: _____ **Date:** ____ / ____ / 20 ____

Learner Use:

This section is to be filled by learner only if his/ her request was approved by the Finance Unit.

*I.....whose ID number is..... take the responsibility for
[Learner Name]
issuing the payment for the courses mentioned above and as per the deadline mentioned above engage full
responsibility in the case of deferring the payment mentioned above .
I also understand that the university has the right to take whatever actions needed in case my payment is
deferred. I will not be allowed to attend the final examination or final assessment will not be accepted if the
payment is not issued.*

Learner Signature:.....

Date:...../...../.....