

Payment plan request form

Student Name:

Student EQID#:

Amount Outstanding: AU\$

Repayment Frequency:

Fortnightly

Monthly

Proposed Payment Amount:

Reason for payment plan request:

Complete: Statement of Monthly Financial Position (<i>*copies of documentation required see below</i>)		
Income (wages/salary/Centrelink benefits) <i>*proof required</i>		
Income (overseas converted to AUD) <i>*proof required</i>		
Total Income		
Living expenses (rent/mortgage) <i>*proof required</i>		
Living expenses (electricity, gas, phone) <i>*proof required</i>		
Living expenses (grocery)		
Living expenses (loans)		
Living expenses (insurances, car rego) <i>*proof required</i>		
Living expenses (others)		
Total living expenses		

* To support this request you must provide copies of the following documents as evidence:

1. the past three months bank statements of ALL your accounts including any overseas accounts
2. proof of income i.e. the past three months of payslips, employment agreements, and Centrelink benefits, share dividends or business/trust distributions if applicable
3. rental contract, electricity or gas bill, insurance premiums, mobile, phone and internet bill and loan agreements if applicable.

Email this completed, signed form and copies of documents to EQIDebtManagement@qed.qld.gov.au.

Applicant's declaration

I declare that all information that I have submitted is, to the best of my knowledge and belief, complete, true and correct. I understand that the Department of Education reserves the right to vary or reverse any decision on the basis of untrue, misleading or incomplete information. Payment plans are reviewed yearly requiring you to provide recent financial documentation as part of the review.

Signature:

Date:

