**PAYMENT DEFERMENT APPLICATION**

*This form is to be used for Deferral of* ***Tuition Fee Payment*** *Fee appeals only.*

**DEFERRAL OF TUITION PAYMENT**

* Deferral will be granted for tuition only.
* Students who apply for deferral of tuition payment should pay RMB 5,000 of tuition fee and RMB 2400 for insurance at least. The rest tuition has to be paid within 30 days of the new semester.
* If you have financial issues and cannot settle the tuition by the payment deadline, you may submit an application for deferral of tuition payment at least 5 working days before the deadline of payment.
* Payment deferral can be extended only once in one semester. It is only by some irresistible factors which lead to payment failure in due date.
* The application is valid only by being approved from both CIP director and vice dean of International Culture Exchange School.
* If the payment is overdue and CIP office does not receive any information from you, you will be regarded as deferral of program. your courses will be dropped off on the due day and the university will report to the Bureau of Exit and Entry to cancel your student visa. You will take the full responsibility caused by visa cancellation
* Students who apply for deferral of tuition payment should submit the application form in person to the following office: Room 100, International Education Center Building, 1882 West Yan’an Road, Shanghai, 200051, China.

**STUDENT DEFERRAL INFORMATION**

Legal Name: ­­­ ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Last name, Family name First or Given name*

Name (in Chinese): ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex: Male Female Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXTENSION**

**DEFERMENT INFORMATION**

Expected date of payment (Deadline) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Deferment:

|  |
| --- |
|  |

Paid Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Debit Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Remarks: Applications without adequate information will not be processed.***

**STATEMENT OF UNDERSTANDING**

* I certify that the information provided above is accurate to the best of my knowledge.
* I am responsible for my application for deferral of tuition payment. If I do not discuss with you about my deferral of tuition payment in advance and miss the deadline without any irresistible factors, I will have no objection to be suspended from school.

**Signature**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *Signature of Student Signature of CIP director*

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *Date of Application Date of Approval*

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**(For Office Use Only)**

**Evaluation**

 Approve Deny

Remarks:

Name of Vice Dean of ICES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Use of Information: Information provided by applicant in this form will be treated strictly confidential and will be used by the University for considering of deferment of tuition fees payment only.**