

Request about payment of fees

File Number and Name:

APPLICANT:

Given name		Family name (surname)	
Street address			
Suburb		State	Postcode
Email		Telephone	

I ask that payment of the fee of \$ _____:

be refunded

be waived

be deferred for ____ days

Only complete the parts that are relevant to your request below. Do not use this form if you are asking for a fee exemption (fill in the 'Request for exemption from paying fees' form).

ARE YOU ASKING FOR A REFUND?

The Registrar of the ACAT may refund a fee, in whole or in part, where the circumstances warrant and it is in the interests of justice to do so. Tell us why this fee should be refunded. If you are asking for a refund because of your financial circumstances, complete the 'Financial Details' section on page 2. If you need more space, attach an extra page.

ARE YOU ASKING ACAT TO WAIVE A FEE?

The Registrar of the ACAT may waive a fee, in whole or in part, if they are satisfied that paying the fee would cause you hardship. Tell us why this fee should be waived (set aside). You must also complete the 'Financial Details' section on page 2. If you need more space, attach an extra page.

ARE YOU ASKING TO DEFER PAYMENT OF THE FEE?

The Registrar of the ACAT may defer the payment of a fee, in whole or in part, for a specified period, as necessary and in the interests of justice if payment cannot be made at the time but could be made later. Tell us why you need more time to pay the fee and how much time you need. If you are asking for a deferral because of your financial circumstances, complete the 'Financial Details' section on page 2. If you need more space, attach an extra page.

FINANCIAL DETAILS

Do you have any dependents? Please provide details (e.g. “child–age 21–student”, “mother–age 78–pensioner”)

In the table below, please provide details of you and your partner’s weekly income, expenses, and any assets and/or debts. Use whole dollars (e.g. \$25). Attach an extra page if more space is required.

Income may include: wages/salary, social security benefits (i.e. Centrelink, Family Allowance, Austudy, Jobseeker pension), superannuation, rent or board from people living in your property.

Assets may include: savings in your bank account, block of land, houses, cars, boats, shares etc.

Expenses may include: rent/board/mortgage, living expenses (i.e. food, clothing, fares, fuel or transport costs), and utilities (i.e. gas, electricity, water, phone, internet bills)

Debts and liabilities may include: credit card, loan repayments, other financial commitments

Income / Assets:	Expenses / Debts and liabilities:

SIGNATURE

I declare that the information I have provided on this form is true to the best of my knowledge, and where any estimate is given, it is given in good faith.

Signature of applicant: _____ Date: _____

Office use only:		
<input type="checkbox"/> Not granted <i>(send reviewable decision notice)</i>	<input type="checkbox"/> Waived	Reason / other comments:
<input type="checkbox"/> Deferred for a period of _____ days	<input type="checkbox"/> Remitted or refunded	
Signature of Registrar / Deputy Registrar:		Date: