



## Option Two: **Request an Instalment Extension**

Decreasing the amount of each instalment and completing full payment later than currently projected (i.e. Dec/Jan).

**Account Name:**

**Account Code:**

(Shown on the top of your statement)

**Briefly explain how the coronavirus (COVID-19) has adversely affected your family's ability to make fee payments?**

**I would like to request a reduction to my regular instalment payment which will extend my regular payments until: (please select one)**

December 2020

January 2020

Other Date. Please provide further information below.

**We will calculate your new instalment amount and dates and advise you shortly.**

Please return this form via email to  
**[accountsreceivable@heathdale.vic.edu.au](mailto:accountsreceivable@heathdale.vic.edu.au)**