



Debtor Referral Form

Students who owe fees to the college will be charged full interest on the fees owed and may be subject to the other sanctions outlined in the college regulations UNLESS this form is duly completed, signed by the relevant tutor and returned to the Financial Office.

Section A (to be completed by the student):

Name	
Email	
College Address	
Mobile No.	

Tuition Fees Outstanding	
College Bill outstanding	
Total Amount Outstanding	

Section B (to be completed by the tutor):

I have spoken to the student and formally request:

That the student be exempted from any interest payments and fines to date (tick box)

That the student be exempted from any further interest payments and fines until (insert date)

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Reason for late payment/ other arrangements:

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Name of Tutor		
Signature		
Date		
Approved by Senior Tutor	Signed:	Date

To be returned to the Financial Office