

# Tuition Claim Form

## Student Information

Full Name:

Student ID:

Course/Program:

Term/Semester:

## Tuition Fee Details

Tuition Fee Amount (USD):

Payment Due Date:

Date of Payment (if paid):

## Late Payment Penalty

Days Late	Penalty Rate	Applicable Fee
1 - 7 days	2%	Applied to total unpaid tuition
8 - 14 days	5%	
15 days and above	10%	

**Note:** Late payment penalties are strictly enforced. Please ensure timely payment to avoid additional charges.

Explanation (if payment was late):

If your payment was late, please provide a brief explanation.

## Declaration

☐

I confirm that the above information is accurate and that I understand the late payment penalty policy.

Submit Claim

