

Norfolk Island VET Financial Assistance Initiative

Claim for Payment

Name of Student			
Application ID:			
Name of Course:			
Date Enrolled:		Expected Completion Date:	
Payment Options:	In-Full, Upfront Payment / Staggered Payments		

If In-Full, Upfront Payment:

Date of Payment: _____

Receipt Number for Payment (copy attached): _____

OR

If Staggered Payments:

Claim for Payment	Month/year	Date/s Payment Made	Receipt Number/s (copy attached)	Claim Due Date	Payment Due Date	Payment Made (office use only)
1	(Sample only) February 2019	14 February 2019 28 February 2019		7 March 2019	14 March 2019	
2						
3						
4						
Etc						
Final Acquittal						

If final acquittal, copy of statement of achievement or certificate must be attached

Signed by **[Name]**

Signed by **[Name]** for and on behalf of
People Plus ABN:

Signed

Signed

Dated

Dated

OR IF BEING SIGNED BY A PARENT OR GUARDIAN OF A STUDENT UNDER 18

Signed by **[Name of parent/guardian]** for
[Name of student]

Signed by **[Name]** for and on behalf of
People Plus ABN:

Signed

Signed

Dated

Dated

Submitting this form

Submit your completed application and any documentation required to PeoplePlus by email at norfolkislandadmin@peopleplusaustralia.com.au.