



## REQUEST FOR PAYMENT DEADLINE EXTENSION

Please complete this form and return it to [accommodation.finance@ucl.ac.uk](mailto:accommodation.finance@ucl.ac.uk) or to your hall reception. Residents who fail to pay their fees by the agreed due date will be subject to a late payment fee of £25.00 plus possible further charges.

STUDENT DETAILS	
Full Name:	
UCL Student Number:	
Hall Name:	Room No:

The UCL Accommodation Office team may allow you to defer your payment for up to 30 days as long as it is no later than two weeks before the last day of term, or if you are an undergraduate on a summer contract no later than two weeks before the end of your contract.

The date should be in the format dd/mm/yyyy. You may be asked for written evidence of delayed funding.

New Payment Date:
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Reason for request:	
Signature:	Date:

<b>FOR OFFICE USE ONLY</b>	APPROVED*/ DECLINED* ( <i>*Delete as appropriate</i> )	
Name:	Date:	Recorded on SITS <input type="checkbox"/>

**Data Protection Act 1998:** UCL Accommodation will use the information on this form for administrative purposes only. The information will be destroyed in accordance with the UCL Data Protection Policy.