

SPONSOR AGREEMENT INTERNAL



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

This **Internal Sponsor Agreement form (A89)** should be completed by any Academic College wishing to sponsor a student (ie. pay the fees) undertaking a course at Victoria University.

Students and Sponsors must read the Student Sponsorship Terms and Conditions prior to signing this agreement. The signing of this form indicates acceptance of the Student Sponsorship Terms and Conditions and entry into a tri party contract between the Sponsor, Student and Victoria University. The Student Sponsorship Terms and Conditions can be found at http://askvu.vu.edu.au/app/answers/detail/a_id/100/ **ASKVU FAQ:** "My employer is sponsoring me for my course at VU. What do I need to do?" The Terms and Conditions are intended to protect the Sponsor, Student and Victoria University by informing all parties of their rights and responsibilities of the agreement.

This Sponsorship agreement will be valid for the period as indicated on this form, and cover items stated on this form, eg. sponsored student details, fee types. Sponsored students must ensure that the completed form is attached to their Victoria University **enrolment form**.

Please write in BLOCK LETTERS using a black or blue pen.

SECTION A SPONSOR DETAILS

EXISTING SPONSOR ID:

COLLEGE/DEPARTMENT: _____

BUILDING/ROOM: _____

LOCATION: _____

NAME OF CONTACT PERSON: _____

PHONE: _____

FAX: _____

EMAIL ADDRESS: _____

ACCOUNT CODES

INVOICING SPONSOR THROUGH VU CONNECT				-			-			/	1	2	7	5
COLLEGE SPONSORING STUDENT				-			-			/	4	1	0	7
COLLEGE SPONSORING STAFF (HECS)				-			-			/	3	8	0	8
COLLEGE SPONSORING STAFF FOR OTHER FEE				-			-			/	3	8	5	8

SECTION B SPONSORSHIP AGREEMENTS

COURSE CODE: _____

COURSE NAME: _____

SPONSORED FEE TYPE

(Please indicate the fee type that the sponsor will be liable for – the student will be liable for all other fee types not listed below)

- Tuition Fees and/or Student Contribution only
- Materials and Ancillary fees (Material fees with GST)
- Student amenities fee (SAF)
- VET-RPL Fees
- All of the above fees
- Amount (\$ amount or % value) _____

DURATION (Please tick the duration of the sponsorship period below)

- WHOLE YEAR _____ or TEACHING PERIOD (Please indicate)
- YEAR: _____ Period: _____ Year: _____

LIABILITY FOR AMENDMENTS TO ENROLMENT DURING THE SPONSORSHIP AGREEMENT PERIOD

(Please indicate if you are accepting liability for all changes made to the enrolment of the nominated sponsored student in the stated course within the stated duration – select only one option)

Liable for changes to enrolment of nominated sponsored student ie. unit fees additions and/or materials fees additions

NOT liable for changes to the enrolment of the nominated student

SECTION C STUDENT DETAILS

FAMILY NAME: _____ STUDENT ID: _____

GIVEN NAME: _____

SECTION D AUTHORISATION

SPONSOR AUTHORISATION

I confirm that:

- the Sponsor details provided in Section A of this form or that have been provided to VU previously and recorded against the Sponsor ID listed in Section B are correct;
- I am authorised to sign this agreement on behalf of the Sponsor Organisation; and
- I have read and accept the Terms and Conditions of the Sponsor Agreement, and agree to accept liability for the student's fees as stated on the Sponsorship Agreement form.

NAME: _____ PHONE: _____

POSITION TITLE: _____

AUTHORISED FINANCIAL DELEGATION AMOUNT OR MEMORANDUM OF UNDERSTANDING NUMBER: _____

SIGNATURE: _____ DATE: _____

STUDENT AUTHORISATION

I confirm that:

- all details that have been supplied to Victoria University previously and recorded on the Internal Sponsor Agreement form are correct;
- I have read and accept the Terms and Conditions of the Sponsor Agreement, and agree to the stated terms and responsibilities; and
- I authorise for the University to release information including my course enrolments, units, tuition fees and results to my sponsor as indicated on this form.

STUDENT SIGNATURE: _____ DATE: _____

FOR MORE INFORMATION

STUDENT ENQUIRIES

Email: ASKVU Question Tab www.vu.edu.au/askvu
Online Live Chat: ASKVU Chat Tab www.vu.edu.au/askvu
Telephone: Student Contact Centre +613 9919 6100
On Campus: Student Service Centres (see above)

FUTURE STUDENT INFO ONLINE

Frequently Asked Questions (FAQs): GOTOVU www.vu.edu.au/gotovu
Courses, Application Info & Units of study: www.vu.edu.au/courses
"Study with us"- future student VU info: www.vu.edu.au/study-with-us

PRIVACY INFORMATION

We collect and protect your information in accordance with the Students Information Privacy Collection Statement and the University Privacy Policy, available at www.vu.edu.au/privacy.

OFFICE USE ONLY	FEES PROCESSING		
	<input type="checkbox"/> Sponsor code entered on student record	<input type="checkbox"/> Sponsor invoice raised	<input type="checkbox"/> Copy of Sponsor invoice sent to Organisation
	PROCESSED BY:		DATE: