

SPONSOR AUTHORIZATION INTERNAL



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

This Internal Sponsor Form (A89) must be completed by any University Department in order to sponsor a student (ie. pay the fees) undertaking a course at Victoria University.

By filling in this form, the nominated costs will be deducted from the stated cost centre.

A student acknowledgment letter must be completed and sent to the student.

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

SECTION A - STUDENT DETAILS

STUDENT NAME: _____

STUDENT ID: _____ DATE OF BIRTH: _____

SECTION B - COLLEGE/DEPARTMENT DETAILS

COLLEGE/DEPARTMENT: _____

BUILDING/ROOM: _____ LOCATION: _____

NAME OF CONTACT PERSON: _____

PHONE: _____ EMAIL ADDRESS: _____

SECTION C - SPONSORSHIP DETAILS

COURSE CODE: _____ COURSE NAME: _____

FEES TO BE SPONSORED

(Please indicate the fees that the sponsor will pay – the student will be liable for all other fees which the sponsor has not agreed to pay)

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

DURATION OF SPONSORSHIP

- Duration of Sponsored Course
- Academic Year _____
- Single Study Period Only _____
- Other _____

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

STUDENT ACKNOWLEDGEMENT LETTER

I confirm that a student acknowledgment letter has been sent to the student and a copy of this letter has been retained on file.

SECTION D - SPONSOR AUTHORISATION

I confirm that I have the appropriate financial delegation and am authorised to sign this commitment on behalf of the named College/Department.

NAME: _____ PHONE: _____

POSITION TITLE: _____

SIGNATURE: _____ DATE: _____

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: