

# SPONSOR AGREEMENT EXTERNAL



**VICTORIA UNIVERSITY**  
MELBOURNE AUSTRALIA

This External Sponsor Agreement (A91) must be completed and signed by any organisation which will undertake to pay the fees of a student for a course at Victoria University.

The Agreement must also be signed by the student being sponsored.

The Agreement consists of Section A to E and the Terms and Conditions.

Students must submit a fully executed Agreement with their enrolment form. (If enrolling online, this agreement may be submitted online as a PDF document.)

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

## SECTION A - STUDENT DETAILS

STUDENT NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

## SECTION B - SPONSOR DETAILS

SPONSOR: \_\_\_\_\_

STREET NUMBER AND NAME: \_\_\_\_\_

SUBURB: \_\_\_\_\_

STATE: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

ABN/ACN: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## SECTION C - COURSE DETAILS

COURSE CODE: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_

Each course is comprised of units. During the term of the sponsorship, the student may be required to select additional units to complete the course.

### FEES TO BE SPONSORED

The sponsor will either pay for:

All Fees

(Tuition Fees for all units in the course including any additional course units the student enrolls in during the Term, materials and ancillary fees for all units in the course, student amenities fee, VET-RPL Fees)

OR All Fees up to the following dollar amount: AUS\$ \_\_\_\_\_

OR only the selected fees below:

- Tuition Fees for all units in the course including any additional course units the student enrolls in during the Term
- Materials and ancillary fees for all units in the course
- Student amenities fee (SAF)
- VET-RPL Fees

OR Current enrolment, no further amendments

OR only the fees relating to: \_\_\_\_\_

## TERM OF SPONSORSHIP

- Duration of Sponsored Course
- Academic Year(s) \_\_\_\_\_  
(year)
- Study Period Only \_\_\_\_\_  
(insert which period)
- Other \_\_\_\_\_

## SECTION D - SPONSOR AUTHORISATION AND EXECUTION

I confirm that:

- the sponsor details provided in Section B of this form are correct;
- I am authorised to sign this agreement on behalf of the sponsor;
- I have read and accept the Terms and Conditions; and
- the sponsor accepts liability for the fees to be sponsored.

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## SECTION E - STUDENT AUTHORISATION AND EXECUTION

I confirm that:

- all details recorded in this Agreement relating to me and my course are correct;
- I have read and accept the Terms and Conditions;
- I understand that if I make any alterations to my course during the term of this Agreement which my sponsor has not agreed to pay, I may have to pay additional fees myself;
- I will be liable for all fees which the sponsor has not agreed to pay; and
- provided that the sponsor has paid for my sponsorship, I authorise the Victoria University to release to my sponsor information which relates to my activities in the sponsored course, which may include details of my course enrolment, status, units, tuition fees, attendance and results.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## FOR MORE INFORMATION

### STUDENT ENQUIRIES

Email: ASKVU Question Tab [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
OnlineLiveChat: ASKVU Chat Tab [www.vu.edu.au/askvu](http://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](http://www.vu.edu.au/gotovu)  
Courses, Application Info & Units of study: [www.vu.edu.au/courses](http://www.vu.edu.au/courses)  
"Study with us" - future student VU info: [www.vu.edu.au/study-with-us](http://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](http://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:	



## TERMS AND CONDITIONS

### 1. Definitions

**Census Date** refers to the last day which a student can withdraw from a unit without being financially liable for that unit. **VU** refers to Victoria University.

### 2. General

- (a) Each student must complete a separate sponsorship agreement.
- (b) Any extension of a sponsorship beyond the term of the sponsorship will require the completion of a new Agreement.
- (c) The sponsor will advise VU in writing of any change of its name, address or other contact details as soon as is practicable.
- (d) VU may perform credit checks on a sponsor.

### 3. Termination of Sponsorship by the sponsor and the student

- (a) The sponsor must advise VU by emailing [sponsorships@vu.edu.au](mailto:sponsorships@vu.edu.au) if it wishes to withdraw its sponsorship during the term of the sponsorship.

### 4. Refunds

- (a) The sponsor will only be entitled to a refund of Course Fees pertaining to a sponsored unit/course if either of the following occur by the Census Date:
  - (i) the student submits to VU a withdrawal form for that unit/course; or
  - (ii) VU receives an email from a sponsor stating that the sponsor wishes to withdraw its sponsorship for that unit/course.
- (b) After the Census Date, if VU receives an email stating that the sponsor wishes to withdraw its sponsorship, the sponsor will remain liable for all incurred fees as at the Census Date. The student will be liable for fees incurred for such subsequent study periods.
- (c) Where the student chooses to withdraw from a sponsored unit of study or the sponsored course before the census date, the withdrawal will result in a credit being raised against the sponsor.

### 5. Amendments to enrolment

- (a) Where VU chooses to cancel a unit of study before the commencement of teaching, VU will withdraw the student from the cancelled unit and contact the student to select a replacement unit that contributes to the sponsored course.
- (b) Unless the sponsor has indicated that its sponsorship does not cover such units:
  - (i) the sponsor will be liable for fees relating to such replacement units; and
  - (ii) a new invoice will be issued to the sponsor for payment where the addition of such replacement units results in an increase in the student's overall sponsored fees.
- (c) Where the student chooses to enrol in a unit that does not contribute to the sponsored course, an invoice will be generated and issued to the student for payment.

### 6. Student Obligations

The student:

- (a) Is personally liable for any fees which the sponsor has not agreed to pay.
- (b) Is personally liable for any fees which the sponsor has agreed to pay, but does not pay, by the due date.
- (c) Is responsible for obtaining the sponsor's approval for any extension to the term or scope of sponsorship.

### 7. Victoria University Responsibilities

- (a) VU will advise the sponsor and student if the sponsorship has not been accepted.

### 8. Payment Terms

- (a) The sponsor must pay invoices within 30 days from the date of their issue. If payment in full is not received in time, then from that date the student and sponsor are jointly and severally liable for the invoiced amount and VU can pursue the student or sponsor or both for the invoiced amount.

### 9. Consequence of Payment Default

- (a) If the sponsor has defaulted on payment, VU may:
  - (i) refuse to accept any further sponsorship enrolments with the sponsor in relation to the student or other students; and
  - (ii) withhold any results from both the student and the sponsor until all outstanding fees are paid.