



Notification of Sponsorship

This form is to be completed by students and external institutions (not individuals, such as parents or family members) applying to engage in a fee sponsorship arrangement. The Sponsorship Terms and Conditions (see reverse) must be agreed to before this form will be actioned. UC staff members and Saudi Arabian Cultural Mission students are not required to complete this form.

Please ensure that you have completed all relevant fields and have attached the required letter of guarantee prior to returning this form to the Enrolments and Fees Office (details bottom of page).

Student details— Student to complete

Student ID Number	Family Name or Surname	Given Name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>

STUDENT DECLARATION

I have read, understood and agree to the conditions of my sponsorship as outlined on the reverse of this form and as specified below by my Sponsor. I give permission to the University of Canberra to provide my contact and enrolment details (including unit results), and any other information that might impact on my studies to my Sponsor as required.

Student Signature and Date	Contact Telephone Number
<input type="text"/> DD / MM / YYYY	<input type="text"/>

Sponsor Information— Sponsor to complete

Name of Sponsor/Sponsoring Institution	Primary Contact Name	Secondary Contact Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Billing Address	Primary Contact Details	Secondary Contact Details
<input type="text"/>	Ph: <input type="text"/>	Ph: <input type="text"/>
<input type="text"/>	Fax: <input type="text"/>	Fax: <input type="text"/>
<input type="text"/>	E: <input type="text"/>	E: <input type="text"/>

COURSE/S TO BE SPONSORED Please include course code and course name (ie, 762AA Bachelor of Commerce):

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

TYPE OF FEE/S TO BE SPONSORED:

Whole Annual Amount OR Annual % OR Flat Amount (AU\$)

Domestic Students

<input type="checkbox"/> Student Contribution (student in Commonwealth Supported Place)	<input type="checkbox"/> OR <input type="text"/> % OR <input type="text"/>
<input type="checkbox"/> Tuition Fee (student in Non-Commonwealth Supported Place)	<input type="checkbox"/> OR <input type="text"/> % OR <input type="text"/>

International Students

<input type="checkbox"/> International Student Fee	<input type="checkbox"/> OR <input type="text"/> % OR <input type="text"/>
<input type="checkbox"/> Single Overseas Student Health Cover (OSHC) <i>(Please note OSHC is scheduled for the duration of course/package of study)</i>	<input type="checkbox"/> Not applicable

PERIOD OF SPONSORSHIP:

Sponsorship start date: DD / MM / YYYY Sponsorship end date: DD / MM / YYYY

Non-standard sponsorship arrangement may be requested on the Letter of Guarantee (please see reverse for details).

SPONSOR DECLARATION

We, the Sponsor, have read, understood and agree to the conditions of sponsorship as outlined on the reverse of this form. We agree to sponsor this student for the period and fees specified above. We agree to notify the University of Canberra immediately if the conditions of this sponsorship change at any time and to provide accurate and current information regarding our sponsored student/s. We agree to inform the University of Canberra if our contact details change.

Authorised Signature and Date	Name (Please Print)	Position Held
<input type="text"/> DD / MM / YYYY	<input type="text"/>	<input type="text"/>

Terms and Conditions of Sponsorship—for Students

Please ensure that you have read and understand the Terms and Conditions listed below. This form is only to be used for sponsorship by external bodies, such as government agencies. Individuals such as parents or family members may not be registered as Sponsors.

As part of my application to enter into a fee sponsorship arrangement:

1. I agree that by completing this form, I am entering into an arrangement whereby my sponsor is responsible for the timely and accurate payment of fees.
2. I agree to submit this completed form and all required documentation by the end of week one of the relevant semester. If this form is submitted later than this date, I understand that I may be personally liable for all fees, including late penalties incurred through my enrolment.
3. I acknowledge that any fees unpaid by the Sponsor may result in the suspension or termination of my enrolment. I acknowledge that I will be personally liable for any tuition fees or other such charges unpaid by my Sponsor.
4. I understand that it is my responsibility to submit this form and an original/certified copy of the Letter of Guarantee issued by my Sponsor to the University of Canberra and that failure to do so will result in this form being returned to me.
5. I understand that the University of Canberra is entitled to contact me regarding sponsorship and fees issues and that where necessary, I may be required to liaise with my Sponsor.
6. I agree to inform my Sponsor of any changes to my course of study.
7. I acknowledge that I am responsible for obtaining my Sponsor's approval for any change of study program. If I change my approved program and my sponsorship continues, I agree to resubmit this form with an updated Letter of Guarantee.
8. I understand that I may be required to submit a complete Commonwealth Assistance Form (only applicable to Commonwealth Supported Students)
9. I understand that my sponsor will be invoiced directly by the University of Canberra. I understand that I do not need to forward my student Statement of Account to my Sponsor unless specifically requested by the University of Canberra.
10. I understand and agree to the Terms and Conditions of Sponsorship as set out by the University of Canberra on this form.
11. I agree that the information I have provided on this form is accurate and correct.

Terms and Conditions of Sponsorship—for Sponsors

Please ensure that you have read and understand the Terms and Conditions listed below prior to agreeing to the Declaration (see reverse).

As part of our application to enter into a fee sponsorship arrangement:

1. We, the Sponsor, agree that by completing this form, we are entering into an arrangement whereby we are responsible for the timely and accurate payment of fees for any students we have agreed to sponsor.
2. We understand that the **University of Canberra will invoice all registered Sponsors directly** after the Census date of the relevant teaching period and we agree to action any Sponsor invoice we receive in a timely and accurate manner.
(See http://www.canberra.edu.au/student-services/fees/census_dates for information regarding Census dates).
3. We agree to use the Sponsor invoice issued by the University of Canberra to pay all sponsored student fees. We understand that we will not receive individual student invoices, unless specifically requested to the University of Canberra.
4. We acknowledge that any fees unpaid by us may result in the suspension or termination of our sponsored student's enrolment and may also result in further attempts to recover unpaid monies.
5. We agree to provide any sponsored students with a Letter of Guarantee, according to the requirements set out below.
6. We have read and understood the Terms and Conditions of Sponsorship as set out by the University of Canberra on this form.
7. We confirm that we will be responsible for payment of any fees incurred, as indicated on this form.
8. We agree that the information we have provided on this form is accurate and correct.

Letter of Guarantee Requirements

Please attach an ORIGINAL Letter of Guarantee – the purpose of this letter is to formally endorse a 'Notification of Sponsorship'. This form will not be actioned until a complete letter of Guarantee has been received by the Enrolments and Fees Office.

Please ensure that your letter meets the following criteria:

- Address the letter to the Manager, Enrolments and Fees.
- Ensure the letter is on the letter head of the sponsoring body.
- State the student ID number and name for any sponsored students.
- Indicate which course/s of study will be sponsored for each student, or the specific details of the sponsorship.
- Provide the correct Sponsor mailing address, phone number and email address are included.
- Ensure that the letter is signed and dated by an authorised staff member from your sponsoring body.

Personal information collected by the University is subject to the Commonwealth *Privacy Act 1988*

Postal Address: Enrolments and Fees Office, University of Canberra ACT 2601 Australia Location: University Drive Bruce ACT
Telephone: 1300 301 727 Facsimile: +61 (0)2 6201 5040 www.canberra.edu.au

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