



External Notification of Sponsorship

This form should be completed if your fees are to be paid by an organisation such as a university, an employer or by a government agency. You may fill in this form to apply to have the organisation registered as an 'official' sponsor with the University of Canberra. *NOTE: Individuals such as parents cannot be registered as sponsors.*

STUDENT DETAILS

Student ID

Student Name

Course to be Sponsored

Declaration I understand that, if for any reason, the conditions of my sponsorship change, or it is withdrawn, I will notify the University immediately. I understand that I am liable for any fees outstanding and that if all fees for a teaching period are not paid by the end of each study period, I will not be permitted to re-enrol, receive my results for the semester, or graduate until full payment is received. I agree to abide by the terms and conditions outlined on the second page of this form.

Student Signature Date

SPONSOR DETAILS

Sponsor Name

Sponsor's Mailing Address

Authorizing Delegate
 Position
 Billing Contact
 Contact Details

Sponsor Email

SPONSORSHIP DETAILS

Will the student be sponsored for the duration of their course? Yes No

If no, please provide the dates of the sponsorship
 Start Date End Date

Fees to be sponsored Tuition Fees Whole Amount or Flat Amount or Percentage

SSAF

Overseas Health Cover

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 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. We agree to inform the University of Canberra if our contact details change.

Authorised Delegate's Signature Date

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TERMS AND CONDITIONS FOR SPONSORS

1. This form is to be completed only by businesses and external bodies such as government agencies who wish to engage in a full sponsorship or partial sponsorship arrangement for any nominated university student.
2. In order for a sponsorship to be recognised for billing purposes, the University requires the information set out overleaf. The sponsor must verify the information. Both the student and sponsor must complete the details overleaf before the sponsorship is officially set up and recognised by the University of Canberra.
3. Sponsors who have indicated that they will be paying a student's Overseas Student Health Cover (OSHC) should note that this fee varies according to whether the student requires single or family cover and the length of their cover.
4. Sponsors will be invoiced after census date of each teaching period, directly by Student Administration. All fees and charges covered by the agreed sponsorship(s) are required to be paid within the time period specified on the invoice (30 days). If all fees for the current teaching period are not paid by the due date stated on the invoice, the student will have their university services suspended preventing the student from obtaining results, preventing enrolment for further teaching periods, nor be permitted to graduate until s/he (or the sponsor) has paid all outstanding debts.

TERMS AND CONDITIONS FOR STUDENTS

1. This form must be submitted prior to the census date for commencing teaching period.
2. If you are a Commonwealth supported student, you must complete a Request for Commonwealth Support and HECS-HELP form, selecting the full upfront payment of your student contribution amount option. Please consult the Enrolments & Fees team within Student Administration to check that your payment option is correct.
3. By signing the Student Declaration overleaf, you are providing unconditional consent for Student Administration to release any or all information regarding enrolment and academic progress.
4. If you transfer courses or apply for admission to a new course, you must complete a new sponsorship form. This form is only applicable for the course listed on the front of the form. It is the responsibility of the student to notify the Enrolments & Fees team if they transfer or apply for admission to a new course.
5. It is your responsibility as the sponsored student to ensure the fees are paid on time. If all fees for a teaching period are not paid by the last day of the teaching period, you will not be permitted to enrol for further study and your results for the semester will be withheld until full payment is received. If you are nearing completion of your degree and fees are outstanding you will not be permitted to graduate until you or the sponsor has paid all outstanding debts.
6. If you have any questions about sponsorship, or you wish to update these details, please contact the Enrolments & Fees team. You must notify the Enrolments & Fees team immediately if your sponsorship arrangement changes.

Please lodge completed form:

Student Central
Building 1
University of Canberra
BRUCE ACT 2601

E: Sponsorships@canberra.edu.au
T: +61 2 6206 8752
CRICOS number: University of Canberra #00212K

OFFICE USE ONLY

Received by

Date

DD / MM / YYYY

Entered by

Date

DD / MM / YYYY