



## Notification of External Sponsorship

### Student Details

This form is an application to register with the ANU as a sponsored student. By completing this form you authorise the ANU to invoice your sponsor for your tuition fees.

**Please note that this form is not required if you will be receiving tuition funds from your sponsor directly.**

Family Name	<input type="text"/>	University ID	<input type="text"/>
Given Names	<input type="text"/>	Proposed program duration	<input type="text"/>
Program/Degree	<input type="text"/>		

### Sponsor Details

Sponsor name	<input type="text"/>		
Billing email address	<input type="text"/>		
Mailing address	<input type="text"/>	Phone	<input type="text"/>
	<input type="text"/>	Fax	<input type="text"/>
State	<input type="text"/>	Postal Code	<input type="text"/>
		Country	<input type="text"/>

I understand that if, for any reason, the conditions of my sponsorship change, or it is withdrawn, I will notify the Australian National University immediately. I agree that I am liable for all fees and if any fees are not paid by the due date, I may not be permitted to enrol in any further study, receive my results or graduate. I accept the terms and conditions on the second page of this document.

Student Signature	<input type="text"/>	Date	<input type="text"/>
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### Sponsorship Details (to be completed by sponsor)

Please note that course fees vary on an annual basis.  
Current course fee rates can be viewed at <http://programsandcourses.anu.edu.au>.

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

If no, please provide sponsorship period: Start (DD/MM/YYYY):  End (DD/MM/YYYY):

	Fees to be sponsored	Whole amount	or	Proportion	or	Flat amount
<input type="checkbox"/>	Student Contribution (HECS)	<input type="text"/>		<input type="text"/>	%	<input type="text"/>
<input type="checkbox"/>	Domestic Tuition (DTF)	<input type="text"/>		<input type="text"/>	%	<input type="text"/>
<input type="checkbox"/>	International Student Fee (ISF)	<input type="text"/>		<input type="text"/>	%	<input type="text"/>
<input type="checkbox"/>	Student Amenities Fee (SAF)	<input type="text"/>		<input type="text"/>	%	<input type="text"/>

- Single visa-length OSHC (The valid student visa holder)
- Dual Family visa-length OSHC (The valid student visa holder plus one recognised partner or one or more dependent children)
- Multi Family visa-length OSHC (The valid student visa holder plus one recognised partner and one or more dependent children)

**Please read the terms and conditions for students and sponsors overleaf.**

Once completed, sign and declare this application on page 2.



## Notification of Sponsorship - Terms and Conditions for Students and Sponsors

Please read all terms and conditions before completing this form.

- 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.  
**NOTE:** Individual persons cannot be registered as sponsors.
- The Australian National University has the right to accept or reject the sponsorship Application. The Registrar of Student Administration's decision is final and there is no right of appeal.
- You may have your studies sponsored for periods longer (or shorter) than a year, as well as for only a proportion of each fee. Sponsors are billed each session throughout the period of the sponsorship. There are 2 standard sessions (Semester 1 and Semester 2) and 4 non-standard sessions (Summer, Autumn, Winter and Spring) each year.
- Your sponsor must complete the details on this form and the information must be true and accurate.  
**NOTE:** Failure to provide all the details required may mean that the sponsorship will not be accepted and the student will have to meet all fees and charges.
- Submit the completed form:
 

<b>Email:</b> <a href="mailto:sponsorships@anu.edu.au">sponsorships@anu.edu.au</a>	<b>In person:</b> Student Exchange Building X-005 121 Marcus Clarke Street (Entry via Childers Street)	<b>Mail to:</b> Student Finance Office Division of Student Administration Building X-005 ANU ACT 0200 Australia
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- You must submit this prior to the semester due date for payment of fees or you will incur a late fee. If you cannot submit the form on time you should pay the fees by the due date and claim reimbursement from your sponsor. Information about late fees can be found at <http://www.anu.edu.au/students/program-administration/costs-fees/late-fees>.
- If your sponsor does not have a Company seal, please submit a brief letter titled 'Intention To Pay' written by the sponsor on their letterhead, to accompany this completed form.
- 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 Student Central to check that your payment option is correct.
- If you have any questions about sponsorship, or you wish to update these details, please contact the Student Finance Office. You must notify the Student Finance Office immediately if your sponsorship arrangement changes.
- If you transfer programs or apply for admission to a new program, you must complete a new sponsorship form. This form is only applicable for the program listed on the front of the form. It is the responsibility of the student to notify the Student Finance Office if they transfer or apply to admission to a new program.
- 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.
- Sponsors will be invoiced each semester and/or session, directly by the University, for the fees and charges covered by the agreed sponsorship(s). Payment will be required within the time period specified on the invoice. If all fees for the current teaching period are not paid by the due date stated on the invoice, the student will not be able to obtain results, not be permitted to enrol for any further study, nor be permitted to graduate until the sponsor (or the student) has paid all outstanding debts.
- It is your responsibility as the sponsored student to ensure that all fees are paid on time. If all fees for a teaching period are not paid by the last day of the session, you will not be permitted to enrol for any further study and your results for the semester or session 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.
- Any request for information or dispute regarding a payment made by a sponsor must be received within 12 months of the date of the disputed payment.
- The university may provide information regarding courses undertaken to the sponsor upon request.

### Declaration - Completed by sponsor

I declare that I have the authority to act on behalf of the sponsor, and to:

- Sponsor this student for the duration and amount indicated on this form;
- Accept the Terms and Conditions outlined on this page;
- Notify The Australian National University immediately if the conditions of sponsorship change at any time;
- Permit the University to undertake due diligence enquiries regarding the sponsor; and
- Accept for payment invoices that are sent to the billing email address (Page 1).

- I declare that the information I have provided is true and accurate.

Name of authorised sponsor delegate

Signature

Position Held

Date

Company seal (or see clause 7)