

To be completed electronically, or using BLOCK LETTERS if handwritten

**Section A: Student Details**

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Course Code & Name: \_\_\_\_\_

**Section B: Sponsor Details**

Sponsor / Company Name: \_\_\_\_\_  
Australian Business Number (ABN): \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Accounts Payable email: \_\_\_\_\_  
Purchase order / reference: \_\_\_\_\_ Phone: \_\_\_\_\_

**Section C: Fees to be sponsored****TAFE Enrolments**

All Course Fees - Tuition and Material  
Tuition Fees only      Material Fees only

**Higher Education Enrolments**

Commonwealth Supported Place Fees\*  
Full Fee-paying Place Tuition\*  
Student Service and Amenities Fees\*  
Overseas Student Health Cover *International students only*

\* further information on the different fee types can be found on our website [www.federation.edu.au/studentfees](http://www.federation.edu.au/studentfees)

**Section D: Duration of Sponsorship**

Full duration of course  
Current academic year only  
Other (please specify)

**Section E: Authorisation**

I, **the student**, agree to the Terms and Conditions

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, **the sponsor**, agree to the Terms and Conditions

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email completed form to [studentfees@federation.edu.au](mailto:studentfees@federation.edu.au) for processing.

**Terms and Conditions****• General acknowledgment**

- All information on this form is true and correct at the time of completion by student and sponsor.
- Sponsorship is valid for the course, fees and duration specified on the signed Fee Sponsor Agreement Form only.
- A separate Fee Sponsor Agreement form must be completed for each student.
- The sponsor will advise Federation University via email to [studentfees@federation.edu.au](mailto:studentfees@federation.edu.au) of any change of name, address or other contact details as soon as possible.
- The signatory is authorised to sign this Agreement on behalf of the Sponsor / Company.
- All sponsorship agreements are administered according to the *Student Fees and Charges Procedure*.

**• Student Obligations**

- Student is liable for any fees which the sponsor has not agreed to pay or fails to pay. Sponsorship will be void and charges will revert to the student financial account.
- Student authorises the University to release information including enrolments, tuition fees and results to the sponsor for the sponsored course as indicated on this form.
- Student acknowledges that if the sponsor does not pay the fees by the due date a hold may be placed on their account preventing access to grades, re-enrolment, obtaining an official transcript or graduating. A student may be prevented from attending class due to unpaid fees.

**• Invoicing**

- A Tax Invoice will be generated using the details provided in Section B: Sponsor Details. Additional Tax Invoices will be issued for any new charges for the duration of the Agreement.
- All Tax Invoices are raised with 30 day payment terms and emailed to the accounts payable email address provided on this form in Section B.
- The sponsor must make full payment by the due date on the Tax Invoice.

**• Credit Notes**

- A Credit Note will be issued for any charge that has been reversed from the sponsor account.
- A Credit Note does not indicate an excess of monies paid.

**• Statements**

- A Statement will be issued monthly to the email address provided in Section B: Sponsor Details.
- Statements reflect charges owing for all students assigned to the sponsorship.

**• Termination of Sponsorship & Refunds**

- The Sponsor must advise Federation University by emailing [studentfees@federation.edu.au](mailto:studentfees@federation.edu.au) to withdraw their sponsorship.
- Refund of monies paid will be made to the sponsor unless the University receives written advice from the sponsor to request otherwise.

**TAFE**

- If notification of sponsorship termination is received, the sponsor will remain financially liable for the units already commenced. Where sponsorship termination results in a monetary credit, a sponsor may apply for a refund.

**Higher Education**

- Notification of termination of sponsorship must be received on or before the semester census date for the termination to take effect in that semester. If notification is received after census date the sponsor will remain liable for the fees associated with the semester.
- A refund will only be payable where the student has dropped on or before the semester census date or has withdrawn from their course on or before the semester census date.

**Privacy:** The information on this form is collected for the primary purpose of processing your Fee Sponsor Agreement. If you choose not to complete all of the sections on this form, it will not be possible for Student Finance to process your sponsorship. The information will be held in accordance with the University's Information Privacy Policy and may be accessed and used by people employed or engaged by the University in the delivery of services to you.

The information may be made available to Commonwealth and State agencies pursuant to the University's obligations under law. In addition, the information may be used or disclosed to other organisations outside the University where permitted by relevant Privacy legislation and in accordance with the University's Information Privacy Policy.

If you wish to seek access to your personal information or enquire about the handling of your personal information, please contact the University Privacy Officer by email: [privacyofficer@federation.edu.au](mailto:privacyofficer@federation.edu.au)