

Section A: Student Details

Student ID:	Date of Birth:
First Name:	Last Name:
Program Name:	
Program Code:	
Email:	Phone:

Section B: Sponsor Details

Sponsor / Company Name:		
Australian Business Number (ABN):		
Contact Person:		
Company Address:		
Suburb:	State:	Postcode:
Administrative Email:	Phone:	
Purchase order / reference:		

Section C: Fees to be sponsored

All Fees (*Tuition, Materials, Student Services and Amenities Fee & Overseas Student Health Cover*)

OR

Tuition Fees	Material Fees
Student Service and Amenities Fees (<i>Higher Education students only</i>)	
Overseas Student Health Cover (<i>International students only</i>)	

Section D: Duration of Sponsorship

Full duration of the program

Current academic year only

Other (please specify)

Section E: Authorisation

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

Sponsor signature: _____ Date: _____

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

Student Signature: _____ Date: _____

Email completed form to studentfees@federation.edu.au for processing.

OFFICE USE ONLY

Corporate ID

Notes:

Terms and Conditions

1. General

- a. All information on this form is true and correct at the time of completion.
- b. The sponsorship is valid for the program, fees and duration specified on the signed Fee Sponsor Agreement form only. Any extension will require the completion of a new Agreement form.
- c. Each student must complete a separate Fee Sponsor Agreement.
- d. The sponsor will advise Federation University via email to studentfees@federation.edu.au of any change of its name, address or other contact details as soon as is possible.
- e. The signatory is authorised to sign this Agreement on behalf of the Sponsor / Company.

2. Student Obligations

- a. 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 be reverted to the student account.
- b. Student authorises the University to release information including enrolments, tuition fees and results to the sponsor for the sponsored program as indicated on this form.
- c. Student acknowledges that if the sponsor does not pay the fees by the due date a hold will be placed on their account preventing access to grades, obtaining an official transcript or graduating.

3. Invoicing

- a. A Tax Invoice will be generated using the details provided in Section B: Sponsor Details.
- b. The sponsor must make full payment by the due date on the Tax Invoice. All invoices are raised with a 30 day payment period and emailed to the administrative email address provided on the Agreement in Section B.
- c. If a charge is added on a Sponsor Account a new Tax Invoice will be issued. If a charge is removed a Credit Note will be issued and emailed to the administrative email address provided on the Agreement in Section B.

4. Termination of Sponsorship & Refunds

- a. The sponsor must advise Federation University by emailing studentfees@federation.edu.au if it wishes to withdraw its sponsorship during the term agreed to on the Fee Sponsor Agreement form.
- b. Refunds of monies paid will be made to the sponsor unless the University receives written advice from the sponsor requesting otherwise.

Higher Education

- Notification of the 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 a course(s) on or before the semester census date or has withdrawn from their program on or before the semester census date.

TAFE

- Certificate I-IV enrolments: Notification of termination must be received within 28 days from the program commencement date.
- Diploma/Advanced Diploma enrolments: Notification of termination must be received on or before the unit census date/s.
- A refund will only be payable were the student withdraws from units of study or the entire program as per the above time parameters. If notification is received after these dates the sponsor will remain liable for the fees as per the signed Agreement.

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