Procedure: Official sponsorships

Purpose
To provide for official sponsorship of students at the University.

Procedure

The Notification of Sponsorship form

1. A student submits a completed Notification of Sponsorship form to the Student Finance Office, prior to the commencement of their program to register an Official Sponsorship with the University. A Notification of Sponsorship form is not accepted if the census date has passed.

2. Students who are Commonwealth supported complete a Request for Commonwealth Support and HECS–HELP form by the census date of their course(s).

3. The Overseas Student Health Cover (OSHC) amount being covered by the sponsor is clearly indicated on the Notification of Sponsorship form. The sponsor should note that the policy premium varies according to whether the student requires single, family or program length cover.

4. In the absence of an official stamp or seal, the sponsor submits a brief note of Intention to Pay written by the sponsor on their official letterhead. This letter accompanies the completed Notification of Sponsorship form.

5. Students notify the Student Finance Office immediately if the official sponsorship arrangement changes.

6. Where a student transfers to a new program or applies for admission to a new program, a new Notification of Sponsorship form is completed. A Notification of Sponsorship form is only valid for the program or course(s) listed on that form.


Invoicing and payment

2. Sponsors are invoiced by email each semester, trimester or session, directly
by the University, for the fees and charges covered by the agreed sponsorship(s).
Payment is required in Australian Dollars within the time period specified on the
invoice. The sponsored student is not able to see this invoice on Interactive
Student Information System (ISIS).

3. Sponsored students are responsible for ensuring that all fees are paid on
time.

4. If all fees for the current teaching period are not paid by the last day of the
session, the student will not be:
   a. able to obtain results;
   b. permitted to enrol for any further study; or
   c. permitted to graduate until the outstanding debt is paid in full.

5. The University reserves the right to cancel a student’s enrolment because of
the non-payment of fees.

6. Refunds are returned to the sponsor.

7. The Notification of Sponsorship form is not completed by the sponsor if a
sponsor makes payments directly to the student as it is not an official
sponsorship.

**Reviewable Decisions and Appeals**

8. The University reserves the right to decide whether a Notification of
Sponsorship application is accepted. The decision of the Registrar, Division of
Student Administration, is final and there is no right of appeal.