

INTERNAL SPONSOR AUTHORISATION

This Internal Sponsor Form (A89) must be completed by any University Department in order to sponsor a student (ie. pay the fees) undertaking a course at Victoria University. Please submit a completed copy of this form to Sponsorships@vu.edu.au for processing.

By completing and submitting this form, it is agreed that the nominated costs will be deducted from the stated cost centre.

A student acknowledgment letter must be completed and sent to the student.

PLEASE WRITE IN **BLOCK LETTERS** USING A BLACK OR BLUE PEN.

SECTION A – STUDENT DETAILS

STUDENT NAME:

STUDENT ID:

DATE OF BIRTH:

SECTION B – COLLEGE/DEPARTMENT DETAILS

COLLEGE/DEPARTMENT:

BUILDING/ROOM:

LOCATION:

NAME OF CONTACT PERSON:

PHONE:

EMAIL ADDRESS:

SECTION C – SPONSORSHIP DETAILS

COURSE CODE:

COURSE NAME:

FEES TO BE SPONSORED

(PLEASE INDICATE THE FEES THAT THE SPONSOR WILL PAY - THE STUDENT WILL BE LIABLE FOR ALL OTHER FEES WHICH THE SPONSOR HAS NOT AGREED TO PAY)

TUITION FEES

MATERIALS AND ANCILLARY FEES (MATERIAL FEES WITH GST)

STUDENT AMENITIES FEE (SSAF)

VET-RPL FEES

LATE PAYMENT FEE

DEBT COLLECTION FEES

ALL OF THE ABOVE FEES OR

AMOUNT (\$ AMOUNT OR % VALUE): _____

DURATION OF SPONSORSHIP

DURATION OF SPONSORED COURSE: _____

ACADEMIC YEAR: _____

SINGLE STUDY PERIOD ONLY: _____

OTHER:

INVOICING SPONSOR THROUGH FINANCE ONE				-			-				/-	<u>1</u>	<u>2</u>	<u>7</u>	<u>5</u>
VICTORIA POLYTECHNIC TAFE TUITION FEE - FEE WAIVER				-			-				/-	<u>1</u>	<u>2</u>	<u>9</u>	<u>2</u>
HIGHER EDUCATION FEE WAIVER				-			-				/-	<u>1</u>	<u>2</u>	-	-
SPONSORING STUDENT (VU ERROR)				-			-				/-	<u>4</u>	<u>1</u>	<u>1</u>	<u>6</u>
DEPT SPONSORING STAFF (HECS)				-			-				/-	<u>3</u>	<u>8</u>	<u>0</u>	<u>8</u>
DEPT SPONSORING STAFF FOR OTHER FEE				-			-				/-	<u>3</u>	<u>8</u>	<u>5</u>	<u>8</u>
				-			-				/-				

ACCOUNT CODE CONFIRMED BY FINANCE BUSINESS PARTNER

STUDENT ACKNOWLEDGEMENT LETTER

I CONFIRM THAT A STUDENT ACKNOWLEDGMENT LETTER HAS BEEN SENT TO THE STUDENT AND A COPY OF THIS LETTER HAS BEEN RETAINED ON FILE.

SECTION D – SPONSOR AUTHORISATION

I confirm that I have the appropriate financial delegation and am authorised to sign this commitment on behalf of the named College/Department.

NAME:

POSITION TITLE:

PHONE:

SIGNATURE:

DATE:

OFFICE USE ONLY	FEES PROCESSING		
	<input type="checkbox"/> SPONSOR CODE ENTERED ON STUDENT	<input type="checkbox"/> SPONSOR INVOICE RAISED	<input type="checkbox"/> COPY OF SPONSOR INVOICE SENT TO ORGANISATION
	PROCESSED BY:		
	SIGNATURE:		DATE:

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (**ESOS Act**), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (**National Code**) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](http://vu.edu.au/privacy) on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION:

We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy

If you have any questions, you can access ASKVU, speak to us via live chat or call us on +61 3 9919 6100.

Our VUHQs are located at the following campuses:

City King	City Queen	Footscray Park	Sunshine
City Flinders	Werribee	Footscray Nicholson	St Albans