A91 – EXTERNAL SPONSOR AGREEMENT

VICTORIA UNIVERSITY

This External Sponsor Agreement (A91) must be completed and signed by an organisation that has consented to pay the fees of a student for a course at Victoria University. The Agreement must also be signed by the student being sponsored. For more information, please visit vu.edu.au/current-students/your-course/fees/how-to-pay-your-fees/sponsorship. The Agreement consists of Sections A to G and the terms and conditions. All sections of the Agreement must be completed and Sections D and E must have one option selected. Students must submit a fully executed Agreement either at point of enrolment, at a VUHQ (Student Service Centre), or via email to sponsorships@vu.edu.au

Please complete the form in **BLOCK LETTERS**.

SECTION A – STUDENT DETAILS

Student ID | Family name

Given names | Date of birth

Course title | Course code

SECTION B – SPONSOR DETAILS

Registered business name

ABN/ACN

Address

Suburb | State | Post code

Contact person details

Name

Email | Phone

Accounts Department details (for invoices)

Email (for invoices) | Phone

N.B. Please note that the sponsor invoice(s) will be addressed to the contact person listed above and will be sent to both contact person and accounts email address. Students may be required to transition to a new course code and sponsor agreement will cover both, the original course and transition course.

SECTION C – FEES TO BE SPONSORED

Please tick one of the following options indicating what the sponsor will be paying for.

☐ Option 1 — All fees (this includes all tuition, Student Services & Amenities Fee, VET-RPL, materials and auxiliary for all units enrolled in this course and if applicable, the transition course).

☐ Include debt collection related fees such as debt referral fee and debt collection costs.

☐ Option 2 — All fees up to the following dollar amount $

☐ Option 3 — All fees for a specific percentage amount %

☐ Option 4 — Only the fees indicated below:

☐ Tuition fees for all units enrolled in the course

☐ Student Services & Amenities fees

☐ Materials and auxiliary fees for all units enrolled in this course and if applicable, the transition course

☐ VET-RPL fees

☐ Option 5 — Only the fees relating to (e.g. specific units only)

SECTION D – TERM OF SPONSORSHIP

Please tick one of the following options.

☐ Option 1	Duration of the sponsored course from course commencement (this will include previous years)	
☐ Option 2	Duration of the sponsored course from the current academic year onwards (this will not include any prior year enrolments).	
☐ Option 3	The following academic year(s) only	
☐ Option 4	The following study period(s) only	
☐ Option 5	Other	

SECTION E – SPONSOR AUTHORISATION AND EXECUTION

I confirm that:

- the sponsor details provided in Section B of this form are correct,
- I am authorised to sign this agreement on behalf of the sponsor,
- I have read and accept the Terms and Conditions, and
- the sponsor accepts liability for the fees to be sponsored.

Name

Position title | Phone

Signature **Date**

SECTION F – STUDENT AUTHORISATION AND EXECUTION

I confirm that:

- all details recorded in this Agreement relating to me and my course are correct,
- I have read and accept the Terms and Conditions,
- I understand that if I make any alterations to my course during the term of this Agreement which my sponsor has not agreed to pay, I may have to pay additional fees myself,
- I will be liable for all fees which the sponsor has not agreed to pay, and
- provided that the sponsor has paid for my sponsorship, I authorise Victoria University to release to my sponsor information which relates to my activities in the sponsored course,which may include details of my course enrolment, status, units, attendance and results.

Signature **Date**

OFFICE USE ONLY

Fees processing

☐ Sponsor code entered on student record ☐ Sponsor invoice raised ☐ Copy of sponsor invoice sent to organisation

Processed by | Date

Terms and conditions

Definitions

Census date refers to the last day which a student can withdraw from a unit without being financially liable for that unit (vu.edu.au/ current-students/your-course/ fees/pay-your-fees/census-payment-deadlines). VU refers to Victoria University.

General

1. If a sponsor is sponsoring multiple students, each student must complete a separate sponsorship agreement.
2. Any extension of a sponsorship beyond the term of the sponsorship will require the completion of a new agreement.
3. The sponsor will advise VU in writing of any change of its name, address or other contact details as soon as is practicable.
4. VU may perform credit checks on a sponsor.
5. Students may be required to transition to a new course code and sponsor agreement will cover both, the original course and transition course.

Termination of sponsorship by the sponsor

6. The sponsor must advise VU by emailing sponsorships@vu.edu.au if it wishes to withdraw its sponsorship during the term of the sponsorship.

Refunds

7. The sponsor will only be entitled to a refund of Course Fees pertaining to a sponsored unit/course if either of the following occur by the Census date:
   a. VU receives an email from a sponsor stating that the sponsor wishes to withdraw its sponsorship for that unit/course.
   b. the student submits to VU a withdrawal form for that unit/ course; or
   c. After the Census date, if VU receives an email stating that the sponsor wishes to withdraw its sponsorship, the sponsor will remain liable for all incurred fees as at the Census date. The student will be liable for fees incurred for such subsequent study periods.
   d. Where the student chooses to withdraw from a sponsored unit of study or the sponsored course before the census date, the withdrawal will result in a credit being raised against the sponsor.

Amendments to enrolment

8. Where VU chooses to cancel a unit of study before the commencement of teaching, VU will withdraw the student from the cancelled unit and contact the student to select a replacement unit that contributes to the sponsored course.
9. Unless the sponsor has indicated that its sponsorship does not cover such units:
   a. the sponsor will be liable for fees relating to such replacement units; and
   b. a new invoice will be issued to the sponsor for payment where the addition of such replacement units results in an increase in the student's overall sponsored fees.
10. Where the student chooses to enrol in a unit that does not contribute to the sponsored course, an invoice will be generated and issued to the student for payment.

Student obligations

11. The student is personally liable for any fees which the sponsor has not agreed to pay.
12. The student is personally liable for any fees which the sponsor has agreed to pay, but does not pay, by the due date.

12.1 The student will be ineligible to access a HELP loan for that study period.

13. The student is responsible for obtaining the sponsor's approval for any extension to the term or scope of sponsorship.

Victoria University responsibilities

14. VU will advise the sponsor and student if the sponsorship has not been accepted.

Payment terms

15. The sponsor must pay invoices within 30 days from the date of their issue. If payment in full is not received in time, then from that date the student and sponsor are jointly and severally liable for the invoiced amount and VU can pursue the student or sponsor or both for the invoiced amount.

Consequence of payment default

If the sponsor has defaulted on payment, VU may:

16. refuse to accept any further sponsorship enrolments with the sponsor in relation to the student or other students; and
17. withhold any results from both the student and the sponsor until all outstanding fees are paid.

Invoicing frequency

18. Victoria University's standard invoicing process is to issue invoices retrospectively on a monthly basis. Any eligible fees incurred during a calendar month will be invoiced within the first two weeks of the following month, including any eligible fees from prior months that have not yet been invoiced.
19. Invoices will be issued for each study period in which the sponsored student is enrolled and will include all applicable fees incurred during that period.
20. Sponsors acknowledge that invoices are not issued in advance and are responsible for ensuring payment is made in accordance with the applicable invoice payment terms.

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 departments of education 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 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.

CONTACT US

If you have any questions, you can access ASKVU (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- **City Campus**
- **Footscray Nicholson**
- **Footscray Park**
- **St Albans**
- **Sunshine**
- **Werribee**

Victoria University, CRICOS No. 00124K (Melbourne), 02475D (Sydney and Brisbane), RTO 3113, TEQSA No. PRV12152, Provider Category: Australian University