

A89 – INTERNAL SPONSOR AGREEMENT



This Internal Sponsor Form (A89) must be completed by any University Department in order to sponsor a student (i.e. 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 complete the form in **BLOCK LETTERS** using a black or blue pen.

SECTION A – STUDENT DETAILS

Student ID	<input type="text"/>	Family name	<input type="text"/>
Given names	<input type="text"/>	Date of birth	<input type="text"/>
Course title	<input type="text"/>	Course code	<input type="text"/>

SECTION B – COLLEGE/DEPARTMENT DETAILS

College/Department	<input type="text"/>		
Building room	<input type="text"/>	Location	<input type="text"/>

Contact person details

Name	<input type="text"/>		
Email	<input type="text"/>	Phone	<input type="text"/>

SECTION C – FEES TO BE SPONSORED

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	<input type="checkbox"/>
Materials and ancillary fees (material fees with GST)	<input type="checkbox"/>
Student Services & Amenities Fee (SSAF)	<input type="checkbox"/>
VET-RPL fees	<input type="checkbox"/>
Late payment fee	<input type="checkbox"/>
Debt collection fees	<input type="checkbox"/>
All of the above fees	<input type="checkbox"/>
Amount (\$ amount or % value)	<input type="text"/>

Duration of sponsorship

Please specify the duration of the sponsorship.

Duration of sponsored course:	<input type="text"/>
Academic year:	<input type="text"/>
Single study period only:	<input type="text"/>
Other:	<input type="text"/>

SECTION 2 CONTINUES ON PAGE 2 OF THIS FORM

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 acknowledgement 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

Sponsor code entered on student record

Sponsor invoice raised

Copy of sponsor invoice sent to organisation

Processed by Date

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 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 Park**
- ◆ Sunshine**
- ◆ Footscray Nicholson**
- ◆ St Albans**
- ◆ Werribee**