SPONSORSHIP AGREEMENT

IMPORTANT INFORMATION – Please read before completing form

This form should be completed by any organisation/third party wishing to sponsor enrolment fees for a student undertaking study at Deakin University.

**Sponsorship**
The sponsorship is valid for the course, duration of sponsorship and level of sponsorship specified on the signed Sponsorship Agreement form only. Any changes will require completion of a new Sponsorship Agreement form.

The sponsor will be liable for all specified fees incurred up to the end of the Sponsorship Agreement or the point of termination of the Sponsorship Agreement if the Sponsorship Agreement is terminated early.

**Invoicing**
A single invoice listing all sponsored students will be sent to the sponsor within two weeks of the census date of each study period. ([Census date information is available at www.deakin.edu.au/current-students/study-information/fees/index.php)](https://www.deakin.edu.au/current-students/study-information/fees/index.php)

**Payment**
The sponsor must provide payment of the sponsored fees by the specified due date.

Where payment in full is not received by the due date, a reminder notice will be issued by the Deakin University stating a new due date. Where payment is not received by the new due date, an encumbrance will be placed on the student record. This encumbrance will prevent the student from accessing their assessment results, making any variation to their enrolment, and applying to graduate.

**Refunds**
Refunds of monies paid will be made to the sponsor unless the Deakin University receives written advice from the sponsor requesting otherwise.

A refund is only payable where the student has discontinued their unit/s of study on or before the study period census date. ([Census date information is available at www.deakin.edu.au/current-students/study-information/fees/index.php](https://www.deakin.edu.au/current-students/study-information/fees/index.php))

The sponsor may request a refund of monies paid by email at fees@deakin.edu.au

**Termination of the Sponsor Agreement**
The sponsor must advise Deakin University in writing in the event that they decide to terminate the sponsorship of a sponsored student prior to the end of the Sponsorship Agreement period.

Notification of the termination of sponsorship must be received on or before a study period census date for the termination to take effect in that study period. ([Census date information is available at www.deakin.edu.au/current-students/study-information/fees/index.php](https://www.deakin.edu.au/current-students/study-information/fees/index.php))

Completed forms may be submitted by:

**Email**
fees@deakin.edu.au

**Fax**
03 5227 1195

**Mail**
Student Finance  
Division of Student Administration  
Deakin University  
Locked Bag 20000  
Geelong Victoria 3220 Australia
### SECTION A: STUDENT DETAILS

(If more than one student is to be sponsored you may attach a separate list detailing Student Names, Student IDs, Course Codes and Course Names)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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### SECTION B: SPONSOR CONTACT DETAILS

<table>
<thead>
<tr>
<th>Sponsor/Organisation Name</th>
<th></th>
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<tbody>
<tr>
<td>(This name will appear on the invoice)</td>
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</table>

<table>
<thead>
<tr>
<th>Postal Address</th>
<th></th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name of contact</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Invoice will be sent to this person)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Email</th>
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<tbody>
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### SECTION C: SPONSOR AGREEMENT

#### Duration of sponsorship

- [ ] Full duration of the course
- [ ] Current academic year only
- [ ] Current study period only
- [ ] Other (please specify) ______________________________________

#### Level of sponsorship

- [ ] All fees *(Student Services and Amenities Fee plus HECS/Tuition Fees)*
- [ ] HECS/Tuition Fees only
- [ ] Student Services and Amenities Fee only
- [ ] Other (please specify) ______________________________________

### Sponsor Authorisation

I confirm that:
- I have read and accept the conditions noted under the important information section of this agreement
- I am authorised to sign this agreement on behalf of the sponsor organisation

Signature ___________________________ Print Name ___________________________ Date __________________

Position Title ______________________ Telephone ___________________ Email ___________________________