



## STUDENT SPONSORSHIP AGREEMENT

**NAME OF SPONSOR  
ORGANISATION:**

.....

**SPONSORED STUDENT DETAILS:**

Student Number:

.....

Name:

.....

Program:

.....

Period of Sponsorship:

.....

Start Date / Semester:

.....

End Date / Semester:

.....

**PAYMENT DETAILS AUD\$:**

Tuition Fees per Semester:

Full Fees - Yes/No

Partial Fee \$

Overseas Student Health Cover:

.....

Services and Amenities Fee:

.....

Stipend:

.....

Establishment Allowance:

.....

Other:

.....

**Other Comments or  
Limitations:**

.....

.....

**INVOICING DETAILS:**

Contact Name:

.....

Position Held:

.....

Organisation Name:

.....

Address Line 1:

.....

Address Line 2:

.....

Telephone Number:

.....

Fax Number:

.....

Email Address:

.....

.....

**TERMS OF SPONSORSHIP**

This agreement covers *all* tuition fees and other applicable charges relating to the above named program as specified above. Any extension beyond the end date will require sponsor organisation approval. In the event that the student does not complete the program in the normal time, or fails a course, the University will contact the sponsor for a decision as to the student's continued standing.

**OBLIGATION OF SPONSOR**

Payment of the sponsored student is required according to the *Statement of Account* and *invoice documentation* sent to the sponsoring body by the University. Sponsors are subject to the University debt recovery policy at the discretion of the Director, Finance and Business Services (or a delegated nominee). Legal action can be imposed upon the sponsor organization to recover any outstanding charges. The University reserves the right to place an encumbrance upon the student’s record and follow University processes for the recovery direct from the student if charges are not paid.

**EXTENSION OF DUE DATE**

Sponsors may liaise with the University to negotiate an extension of the due date for a sponsored student payment.

**ELIGIBILITY FOR REFUND**

Where a student is eligible for a refund of fees paid by a sponsor organisation in accordance with the University’s Refund Eligibility Policies, refunds (less a processing fee) will be paid as per the relevant refund policy schedule, on application by the sponsor organisation.

**Authorised By:**

**Authorised By:**

\_\_\_\_\_  
[Please print name & position below]

\_\_\_\_\_  
Director, Planning and Financial Services (or nominee)

Name:

Griffith University  
Nathan Qld 4111

Position:

Australia

**Date:**

**Date:**

**PLEASE SEND THE ORIGINAL COPY – FAXED COPIES ONLY WILL NOT BE ACCEPTED**

Should you have any further queries or questions regarding information in this form, please contact:

Resource Manager, Planning and Financial Services  
Griffith University  
Room 0.05, Sewell Building (N12)  
170 Kessels Rd  
Nathan Qld 4111  
Telephone: +61 7 3735 4258  
Email: pfsintlfinance@griffith.edu.au

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## **GRIFFITH UNIVERSITY SPONSORSHIP PROCESS**

Sponsored students need to provide the University with the Griffith University Student Sponsorship Agreement (see pages 1 & 2 of this document) or a Financial Guarantee from their sponsor. If providing the latter, the Financial Guarantee needs to be on company letterhead, be addressed to Griffith University and contain all the items on the Griffith University Sponsorship Agreement which includes:

- Student name/s and Griffith Student ID or Date of Birth.
- Items and amounts (AUD) to be covered by the Financial Guarantee – specifically tuition, OSHC, English (if required), stipend, services and amenities fee and any other relevant fees or charges.
- Start and end date of sponsorship
- Name of program being undertaken by student
- Invoicing details (contact name, phone & fax number, email address, postal address)

## **INVOICING PROCESS**

Student tuition fees are due on the Census date of each semester and therefore all Griffith University Sponsorship Agreements/Financial Guarantees need to be received by Planning & Financial Services prior to Census date.

Invoices will be sent in the week following Census date and are payable within 30 days.

Tuition, OSHC and any other fees and charges will be transferred from the student account to the sponsor account once the signed Griffith University Sponsorship Agreement/Financial Guarantee has been received by the Resource Manager, Planning and Financial Services. The sponsorship, invoicing process and any other clarification required regarding the sponsorship will then be verified via email with the sponsor.

Delays in notifying Griffith University of sponsorship changes (e.g. cancellation of sponsorship agreement) may result in the sponsor being incorrectly charged for a student and may also result in a student being unable to pay their own tuition.

Due to Government rules regarding the deferral of domestic HECS fees, late notification (after Census) of a domestic HECS students sponsorship will result in Griffith being unable to transfer the students fees to the sponsor account for that semester.

For any further information regarding the sponsorship or invoicing process, please contact:  
Finance Officer – [pfsintlfinance@griffith.edu.au](mailto:pfsintlfinance@griffith.edu.au) or +61 7 3735 4258