



DEAKIN
UNIVERSITY AUSTRALIA

Division of Student Administration

Student Finance
Locked Bag 20000
Geelong Victoria 3220 Australia
fees@deakin.edu.au

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)

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)

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)

Completed forms may be submitted by:

Email

fees@deakin.edu.au

Fax

03 5227 1195

Mail

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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)

Student Name		Student ID	
Course Code		Course Name	

SECTION B: SPONSOR CONTACT DETAILS

Sponsor/Organisation Name (This name will appear on the invoice)			
Postal Address			
Name of contact (Invoice will be sent to this person)			
Telephone		Email	

SECTION C: SPONSOR AGREEMENT

Duration of sponsorship	<input type="checkbox"/> Full duration of the course <input type="checkbox"/> Current academic year only <input type="checkbox"/> Current study period only <input type="checkbox"/> Other (please specify) _____
Level of sponsorship	<input type="checkbox"/> All fees (Student Services and Amenities Fee plus HECS/Tuition Fees) <input type="checkbox"/> HECS/Tuition Fees only <input type="checkbox"/> Student Services and Amenities Fee only <input type="checkbox"/> 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 _____