

NOTE: Effective from 1 January 2023

Student Fee Sponsorship

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1.0 Purpose

This procedure outlines the process for managing agreements between the University and a sponsor for all or part of the student's fees to be paid to the University by the sponsor.

2.0 Scope

This procedure applies to students who are international students, fee paying postgraduate or undergraduate students or non-award and continuing education students where there is an agreement between the University and a sponsor for all or part of the student's fees to be paid to the University by the sponsor.

3.0 Procedure

The following outlines the process to be undertaken when a student's fees are to be paid in part or full by a sponsor.

3.1 Sponsorship agreement (contract)

A proposed sponsorship agreement must be in the form required by the University and must be approved by the Chief Financial Officer or nominee on behalf of the University before it is implemented.

A proposed sponsorship agreement must specify:

- the student(s) to whom the sponsorship agreement applies;
- any limitations which may be placed on the student as a condition of the sponsorship agreement, such as which program the student may be enrolled in or which courses must be undertaken;
- the charges which are included within the sponsorship agreement;
- any limitations which are placed on the sponsor's liability, such as an upper limit on the charges or an agreed split of the charges between the sponsor and the student;
- the time period (years, trimesters) to which the sponsorship agreement applies.

3.2 Implementation of sponsorship agreement

On approval of the sponsorship agreement and linking the student to the sponsorship agreement, the student's liability for tuition fees and any other charges where applicable, is calculated according to the relevant sections of the University's *Fees and Charges Procedure*. The student's liability is then apportioned between the student and the sponsor according to the terms of the sponsor agreement.

Where the sponsorship agreement does not apply to the total amount of tuition fees and any other charges the student is required to pay the balance by the due date.

An Academic Charges Account is issued to the student indicating the portion of fees and charges which the student is liable for under the sponsorship agreement.

A separate Statement of Account is issued to the sponsor for the portion of the student's fees and charges which the sponsor is liable for under the sponsorship agreement.

3.3 Obligation of a student

Students are required to pay their portion of the charges by the due date as specified on the Academic Charges Account. A late payment fee may be charged if the amount due is not paid in full by the due date. The penalties for non-payment or partial payment as set out in section 9 of the *Fees and Charges Procedure* apply in respect of the portion of fees and charges for which the student is liable under the sponsor agreement.

3.4 Obligation of sponsors

Payment by the sponsor is required according to the Statement of Account and invoice documentation sent to the sponsoring body by the University. Sponsors will be subject to the University policy for debt recovery procedures and at the discretion of the Chief Financial Officer or nominee may have legal action imposed to recovery such charges as are outstanding. A sponsor's debt would normally cause a financial encumbrance to be placed on a student. If a financial encumbrance is placed on a student due to a sponsor debt the student will be informed of such action by the Registrar.

3.5 Extension of due date

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

3.6 Eligibility for refund

Where a student is eligible for a refund of tuition fees according to the policy on eligibility for refund, the fees paid will be refunded, less the refund processing fee as per the relevant schedule, on application, to the sponsor in respect of fees paid by the sponsor and/or to the student in respect of fees paid by the student.

3.7 Remittance of refund

All refunds for which students are eligible will only be made in Australian dollars, following clearance of the original payment, and are usually refunded via the original payment method.

3.8 Scholarships

When a student is awarded a scholarship that includes the payment of all or part of the student's tuition fees, the implementation of the payment of tuition fees will be conducted as a sponsorship agreement in accordance with this section. Where the donor of the scholarship is external to the University, the donor will be recorded as the sponsor of the student and the details of the donor's scholarship agreement will form the basis of the sponsor agreement. Where the donor of the scholarship is an element of the University, the scholarship arrangements must be documented in the form of a sponsorship agreement which requires the approval of the Head of Element, nominee or person identified as an approving authority within the University's Delegation Framework.

4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

Domestic fee-paying places The University no longer offers fee paying places to domestic students commencing an undergraduate program except in circumstances described in the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) "Administrative Information for Higher Education Providers: Student Support". Further information can be obtained from the Senior Admissions Manager.

Fee Paying Postgraduate (FPPG) fee is the tuition fee payable by domestic postgraduate students.

Fee Paying Overseas Student (FPOS) fee is the tuition fee payable by International Students.

Fees refers to charges the University may make for admission, enrolment, tuition, examination, granting of degrees, and such other activities as the Council may determine in accordance with Commonwealth Government policy. See Fees and Charges Procedure.

Sponsorship is a financial arrangement where an external organisation or area of the University agrees to pay all or part of a student's fees directly to the University. This is different from a scholarship or prize, where a student may be awarded funds, they may use to pay fees themselves.

Tuition Fee amounts charged to certain categories of students as set out in the Fees and Charges Procedure.

5.0 Information

Title	Student Fee Sponsorship Procedure
Document number	2022/0001240
Purpose	This procedure outlines the process for managing arrangements between the University and a sponsor for all or part of the student's fees to be paid to the University by the sponsor.
Audience	Staff; Students
Category	Academic
Subcategory	Student Services
Approval date	October 2022
Effective date	1 January 2023
Review date	2025
Policy advisor	Chief Finance Officer
Approving authority	Provost

6.0 Related Policy Documents and Supporting Documents

Legislation	Higher Education Support Act 2003
Policy	Student Scholarships, Prizes and Awards Policy Delegations Policy Delegations Register (staff only access)
Procedure	Fees and Charges Procedure Delegations Procedure Student Scholarships, Prizes and Awards Procedure
Local protocol	Financial Management Practice Manual
Form	N/A