

INTERNAL SPONSORSHIP AGREEMENT

Type of Sponsorship

Sponsor ID (Official use only)

Faculty/Department

University Sponsorship (requires Provost approval)

This agreement confirms the sponsorship of all students listed on the Sponsored Student Information Form (SSIF) and any future students added to the SSIF within 12 months from the date of this agreement. The sponsor commits to pay all invoiced fees for these students, as per the information stated on the SSIF. The sponsor agrees to inform the Fees office if any changes to these details are required (fees.sponsorship@acu.edu.au).

SPONSOR DETAILS (for administrative purposes)					
Faculty/Department	Sponsor ID (if known)				
Reason for sponsorship					
ACU Contact name	_ Position				
Phone extension E-mail address					
BILLING CONTACT (Not required for University Sponsorships)					
As above					
ACU Contact name	Position				
Phone extension E-mail address					
ALL INVOICES WILL BE S	SENT VIA E-MAIL				
AUTHORISATION					
Executive Dean or Director signature (for Faculty/Department sp Date	onsorships)				
OR					
Provost Signature (for University sponsorships)					
Date					

Please forward the completed agreement form to the Fees Office – <u>fees.Sponsorship@acu.edu.au</u>



SPONSORED STUDENT INFORMATION FORM

To be completed by Sponsor organisation

Name of sponsor: ______ Sponsor ID (if known): ______ Total number of students currently sponsored: _____ Student Service and Amenities Fee (SSAF) covered (Y/N): _____ Sponsor contact: _____ Sponsor contact's e-mail address:

Student ID Stu		Course of study	Tuition fees (%)	Duration of sponsorship	
	Student name			Start date	End date

Please note: ACU will invoice the sponsor based on the details above. If the sponsorship of these students is contingent on them achieving passing grades, this needs to be handled by the sponsor. It will be the sponsor's responsibility to advise the ACU Fees Office **PRIOR** to the commencement of the next study period, if a student no longer meets the requirements to maintain their sponsorship.

If the sponsor wishes to make changes to the above sponsorship details they must contact the ACU Fees Office on <u>fees.sponsorship@acu.edu.au</u> immediately.

*SSAF refers to the Student Services and Amenities Fee which is charged only to domestic students based on their enrolment (full-time, part-time). More information on the SSAF can be found here: <u>https://students.acu.edu.au/administration/fees-and-finance/Fees</u>

Please forward the completed agreement form to the Fees Office - fees.Sponsorship@acu.edu.au