

# International Sponsorship Registration Form



This Sponsorship Registration Form is for registering **new** sponsor organisations, namely a **Government, Organisation or Company** providing financial tuition fee assistance and/or living allowance for international students at La Trobe University (private individuals or relatives are not considered sponsors). The Sponsor Registration Form must be completed by an authorised person from the sponsoring organisation. La Trobe University does not provide financial aid or refer students to potential sponsors.

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## Sponsor details

Sponsor organisation name

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Sponsor mailing address

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Contact phone number

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Email address

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Website address

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Sponsor invoicing contact name

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Contact phone number

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Email address

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Sponsor academic reporting contact name

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Contact phone number

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Email address

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## Financial guarantee requirements

La Trobe University requires a separate Financial Guarantee Letter from the Sponsor Organisation for each individual sponsored student. The Letter must be returned with the student's Offer Acceptance to enable the student to be registered as sponsored. The letter must be on the official letterhead of the sponsor organisation, signed by an authorised person, and include the following details within:

- Full name of student
- Name of study program/s the student is sponsored to undertake
- Advice regarding level of tuition fees covered by sponsorship (our preference is a reference to "Full tuition fee coverage for the period of sponsorship", rather than reference to a fixed dollar sponsorship amount, however if the sponsorship is capped at an annual \$ amount this must be expressed in \$AUD)
- Duration of the sponsorship
- 'La Trobe University' stated as the Institution at which the sponsored study will be undertaken
- OSHC requirements (Single cover/ family cover, and whether the sponsor organisation or La Trobe is to organise)
- Invoicing contact details (Name, Position Title, Email, Telephone, Mailing Address)
- Academic reporting contact details (Name, Position Title, Email, Telephone, Mailing Address)
- Date, signature, and printed name of the authorising individual from the Sponsor Organisation

If the sponsor approves changes to a student's program, for example a course transfer or program extension due to academic progress issues, the sponsor will submit a revised Financial Guarantee Letter promptly reflecting updated course details and sponsorship end date.

**Please see the example Financial Guarantee Letter included in Attachment A**

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## Services to Sponsor

### Invoicing of tuition fees

La Trobe University's preferred arrangement is to invoice the sponsor directly for tuition fees (and OSHC cover where required). Invoices will be sent each semester after the University census date (usually May/September), to the invoicing contact person noted in the Financial Guarantee Letter.

Please indicate your required invoicing method:

- Invoice sent to Sponsor directly** (Payment is required within 30 days from the date of the invoice)
- Student to send Statement of Account to Sponsor for payment prior to the beginning of each Semester**

As per the **La Trobe University Fees Statute 2009**, late payment of fees may result in restrictions on a student's account (limiting library access, student email access, requests for official documentation and access to graduation) **OR** termination of a student's enrolment and subsequent breach of student visa conditions. Any debt collection or associated expenses incurred by the University in recovering unpaid tuition fees from a sponsor will rest with the sponsor. Payment must be made in full for the amounts outlined in an Invoice. If a sponsor wishes to query an invoice prior to payment they should contact: **sponsoredprograms@latrobe.edu.au**.

If the Sponsorship Registration is not approved, the student will be billed as a private student. The full tuition fee deposit and OSHC payment will be required upon acceptance, and students will be issued with a Statement of Account requiring payment within a specified period.

#### Refunds

Upon request, refunds of monies paid will be made to the sponsor (not student or third party) unless La Trobe University receives written advice from the sponsor requesting an alternative arrangement.

A refund will only be payable when a student has submitted the required paperwork to discontinue their unit/s of study on or before the study period census date. La Trobe University census dates are published annually in the Academic calendar at:

**latrobe.edu.au/calendar/all-students/census-dates**

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.

#### Management of Overseas Student Health Cover (OSHC)

It is a condition of Australia's Department of Home Affairs (DHA) that international students hold visa-length Overseas Student Health (OSHC) cover for the duration of their stay in Australia. OSHC costs are quoted in each student's Letter of Offer. A Confirmation of Enrolment (eCOE), required to obtain a student visa, cannot be issued without evidence that OSHC cover is in place. La Trobe University can organise OSHC cover on behalf of sponsored students, or sponsors/students can organise their own OSHC cover and provide evidence of this upon accepting their offer to study at La Trobe University.

Please indicate how you wish to manage OSHC for your sponsored students:

- La Trobe University to organise OSHC cover for student via preferred supplier OSHC Worldcare, and invoice sponsor accordingly\*:
  - Sponsor to cover cost of single cover only, for student
  - Sponsor to cover cost of family cover, for student plus dependents
  - Sponsor to cover cost of multi-family cover (for student, partner, plus dependents)

\*\*A schedule of current OSHC Policy costs can be provided on request

#### OR

- Sponsor/student to organise own OSHC cover for student (and family members as required), and provide evidence of OSHC cover to LTI Admissions on return of student's Offer Acceptance (please note evidence of OSHC cover must be presented before an eCOE can be issued for student visa purposes).

#### Academic reporting and monitoring

Please indicate your specific requirements in relation to academic monitoring and reporting:

##### Coursework students

- Results to be sent each semester
- Results to be sent annually, at year end
- Sponsor to be contacted ONLY if student encounters difficulties
- Sponsor to provide own reporting template for completion
  - Annually
  - Twice annually

##### Higher Degree Research (HDR) students

- Sponsor to provide own template for completion
  - Annually
  - Twice annually
- LTU HDR progress report to be forwarded once available (generally annually)

\* Please note that La Trobe University will invoice the sponsor the full OSHC amount as per the cost at time of disbursement. If a student subsequently cancels a policy and/or seeks partial reimbursement from the OSHC provider directly, this will have no bearing on the amount owed to La Trobe University, and recovery of any reimbursement requested by the student will rest with the sponsor.

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## Key contacts for sponsors at La Trobe University

### Sponsored Programs

The Manager of International Relations and Senior Officer, International Relations (Sponsored Programs) are key points of contact.

Email:

[sponsoredprograms@latrobe.edu.au](mailto:sponsoredprograms@latrobe.edu.au)

For further details:

[latrobe.edu.au/international/how-to-apply/sponsored-programs](http://latrobe.edu.au/international/how-to-apply/sponsored-programs)

The Manager of International Relations can also provide advice and assistance to sponsors who are interested in signing a more formal Sponsorship Agreement or Memorandum of Understanding with La Trobe University.

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## Declaration by Sponsor

The sponsor organisation agrees to:

- Contact Sponsored Programs La Trobe University promptly, and prior to the relevant census date, regarding the cancellation of any individual student's sponsorship and Financial Guarantee;
- Provide updated details should these change within the sponsor organisation, including details of new key contact staff (names, position titles, telephone, email and mailing address details) and any changes to sponsor process that differ to those noted in this Registration Form;
- Attest to the validity of any student documents provided to La Trobe University by the sponsor.

### Signed by (name)

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### Position title

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### Sponsor organisation

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(Please stamp with organisation stamp)

## Attachment A

### Example Financial Guarantee Letter

(To be produced on the official letterhead of the Sponsor Organisation, and signed by a suitably authorised person, for each individual sponsored student accepting a place at La Trobe)

<b>Sponsor Organisation</b>	<b>Sponsor Organisation Address</b> T +61 3 1234 5678 F +61 3 1234 5678 E email@sponsororganisation.au sponsororganisation.au
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[Insert date here]

To La Trobe International Office, La Trobe University,

**RE: Financial Guarantee for [Insert student name here]**


This Financial Guarantee Letter certifies that [Insert Sponsor Organisation Name here] will sponsor the above named student's full tuition costs at La Trobe University as per the following details:

Student Name: [Insert student's full name here]  
Student Date of Birth: [Insert student's date of birth here]  
Student La Trobe ID (if known): [Insert student ID, as noted on Offer Letter from La Trobe, eg. 170XXXX]  
Study Program: [Insert study program title here, ie. Bachelor of Electrical Engineering]  
Tuition fees covered by sponsorship: [Please note "Full tuition fee coverage for the period of sponsorship", or annual tuition fee amount expressed in \$AUD if the sponsorship is limited]  
Duration: [Insert details, ie. 3 years, commencing in Semester 1 2012, here]  
OSHC arrangements: [Insert details regarding OSHC arrangements, ie : "La Trobe to arrange single only visa length OSHC and invoice sponsor"/"La Trobe to arrange family visa length OSHC cover and invoice sponsor"/"Sponsor to arrange OSHC cover on behalf of student"]

Invoices and finance related queries should be sent to [Insert Sponsor Organisation's invoicing contact person name and position title, email address, telephone contact number and physical mailing address here].

We request that academic results for the above named be forwarded at the end of each semester to [Insert Sponsor Organisation's academic monitoring contact person name and position title, email address, telephone contact number and physical mailing address here].

Yours sincerely,



[Insert name and signature of suitably authorised staff member here]  
[CEO of Sponsor Organisation]  
[Department within Sponsor Organisation]

ABN 01 123 456789