

## Notification of External Sponsorship

### About this form

The Notification of External Sponsorship ('NOES') form is used to notify the Australian National University ('ANU') of a sponsorship agreement between a student and an external sponsor. This form must be used for every student whose study at ANU will be fully or partially funded by a government or other organisation. Examples of who can be considered a sponsor are:

- Employer
- Government
- Government organisation
- Charitable organisation
- Non-charitable organisation

Students who are receiving funds directly from their sponsor or whose tuition fees are paid by a family member or relative are not considered a sponsored student and should not complete this form.

### How to complete this form

The form consists of Section 1 to Section 9, which include terms and conditions for sponsors and sponsored students. This form must be completed and signed by the student being sponsored. It must also be completed and signed by the sponsor who has consented to pay the expenses of the student studying at ANU nominated under Section 7 of this form.

### When to submit this form

#### Pre-enrolment

Students must submit a fully completed form at the point of accepting their offer of study. The form must be included with their Offer Acceptance Declaration and emailed to [acceptance@anu.edu.au](mailto:acceptance@anu.edu.au).

#### Post-enrolment

A new form must be submitted to [sponsorships@anu.edu.au](mailto:sponsorships@anu.edu.au) when:

- The sponsored student transfers to a different program
- The period of sponsorship changes
- Any conditions of the sponsorship change
- The sponsored student returns from a period of leave and their sponsorship duration changes

### Privacy Notice

ANU is committed to protecting personal information provided by you in accordance with the Privacy Act 1988 (Cth) and the information will be protected against unauthorised access and use.

The information collected on this form will be used by authorised University staff to administer this sponsorship agreement.

All information collected by the University is governed by the [ANU Privacy Policy](#).

For further information about how the University deals with personal information, please refer to the [ANU Privacy Policy](#) or contact the ANU Privacy Officer at [privacy@anu.edu.au](mailto:privacy@anu.edu.au).

### Section 1: Student Details (to be completed by the sponsored student)

Given Name (as shown on your passport)			
Family Name (as shown on your passport)			
Date of Birth (DD/MM/YYYY)		University ID	
Are you a domestic or international student?	Domestic	International	
Country of Citizenship (as shown on your passport)			
Email Address			
Telephone Number (incl. country and area code)		Mobile Number (incl. country and area code)	

### Section 2: Program Details as per offer letter (to be completed by the sponsored student)

ANU Program Name			
ANU Program Code		Program Duration	
Commencing Program Intake		Expected Program Completion	

<b>Section 3: Terms and Conditions for sponsored students</b> <b>Please read all terms and conditions before completing this form.</b>	
1.	The Australian National University ('the University') has the right to accept or reject the sponsorship application. The University Registrar's decision is final and there is no right of appeal.
2.	You and your sponsor must complete the details on this form and the information must be true and accurate. Failure to provide all the required details means that the sponsorship will not be accepted and you will be responsible for all fees and charges incurred at the University.
3.	When you accept your academic offer, you must ensure that a copy of the completed NOES form is included with your acceptance documents, and send it to <a href="mailto:acceptance@anu.edu.au">acceptance@anu.edu.au</a> (for coursework students) or <a href="mailto:gro@anu.edu.au">gro@anu.edu.au</a> (for Higher Degree Research students).
4.	If you wish to transfer programs or apply to a new program, it is your responsibility to obtain approval from your sponsor prior to making any changes to your enrolment. The University will not act as an intermediary to seek approval from your sponsor on your behalf.
5.	Should any terms of the sponsorship change (i.e. change of program through transfer or change of sponsorship period) it is your responsibility to notify the Enrolments and Fees Office by completing a new NOES form and emailing it to <a href="mailto:sponsorships@anu.edu.au">sponsorships@anu.edu.au</a> . The NOES form is only applicable for the program and sponsorship details listed on this form.
6.	The NOES form must be submitted prior to the semester due date for payment of fees, or you will incur a late fee. If the NOES form cannot be submitted on time, you should pay the fees by the invoice due date and seek to claim reimbursement from your sponsor. Information about late fees can be found at <a href="https://www.anu.edu.au/students/program-administration/fees-payments/late-fees">https://www.anu.edu.au/students/program-administration/fees-payments/late-fees</a>
7.	If you are a commonwealth supported student, you must complete a <i>Request for Commonwealth Support and HECS-Help</i> through the University's Interactive Student Information System ('ISIS'), selecting the full upfront payment of your student contribution amount option. For any information or advice about that form, you can contact Student Central at <a href="mailto:student@anu.edu.au">student@anu.edu.au</a> .
8.	It is your responsibility to ensure that all fees are paid on time. If all fees for a teaching period are not paid by the last day of the semester or session, your results for that semester or session will be withheld until full payment is received and you will not be permitted to enrol in any further courses. If you are nearing completion of your degree and fees are outstanding, you will not be permitted to graduate until you or your sponsor have paid all outstanding debts.
9.	Upon request from your sponsor, the University will disclose your program details, as per your consent in Section 5 of this form.

<b>Section 4: Student Declaration (to be completed by the sponsored student)</b>			
I accept the terms and conditions for sponsored students as listed in Section 3 of this form.			
Student Signature		Date (DD/MM/YYYY)	

<b>Section 5: Consent Authorisation (to be completed by the sponsored student)</b>			
Name of organisation sponsoring the student			
<p>Australian privacy legislation does not permit ANU to release a student's personal information to the sponsor without the express written permission of the student. <a href="#">The University's Privacy Policy</a> outlines the personal information handling practices of The Australian National University. If you do not consent to the University releasing the below information to your sponsor, you will be liable for your own tuition fees, as the University will not be able to provide any information such as invoices to your sponsor.</p> <p>I consent to the following records and/or personal details/information being disclosed by The Australian National University to the above named sponsor upon their request:</p> <ul style="list-style-type: none"> <li>▪ Name and Address</li> <li>▪ University ID and Enrolment Status</li> <li>▪ University Results and other Progress Reports</li> <li>▪ Financial Information (i.e. details of fees and fines owing and paid)</li> <li>▪ Other (Please specify):</li> </ul>			
Yes, I consent		No, I do not consent	
Student Signature		Date (DD/MM/YYYY)	
Witnessed by (Name)		Relationship to student	
Witness Signature		Date (DD/MM/YYYY)	

Section 6: Sponsor Details (to be completed by sponsor)			
Sponsor Name			
Sponsor Postal Address			
Type of Sponsor			
Sponsor Website URL (if applicable)			
Invoicing Email Address			
Sponsor Telephone Number (incl. country and area code)		Location of Sponsor Organisation (country)	

Section 7: Sponsorship Details (to be completed by the sponsor)			
Please note that course fees vary on an annual basis. Current course fee rates can be viewed at <a href="https://programsandcourses.anu.edu.au/">https://programsandcourses.anu.edu.au/</a>			
Start date of sponsorship period		End date of sponsorship period	
Indicate below whether the sponsor will be responsible for payment of the whole fee amount <b>OR</b> for a percentage of the fee amount <b>OR</b> for a flat amount. You can only select one option for each fee.			
Fees to be sponsored	Whole Amount	Percentage	Flat Amount (AUD)
Student Contribution (HECS)		%	
Domestic Tuition Fee (DTF)		%	
International Student Fee (ISF)		%	
Student Services and Amenities Fee (SSAF)		%	
<b>Overseas Student Health Cover (OSHC) to be sponsored (if OSHC is not sponsored, leave blank).</b> Please note the fee for OSHC varies according to whether the student requires single, dual or multi-family cover.			
Single visa-length OSHC (i.e. for the valid student visa holder)			
Dual Family visa-length OSHC (i.e. for the valid student visa holder plus one recognised partner <b>OR</b> one dependent child)			
Multi Family visa-length OSHC (i.e. for the valid student visa holder plus one recognised partner <b>AND</b> one or more dependent children)			

Section 8: Terms and conditions for sponsors	
1.	The Australian National University ('the University') has the right to accept or reject the sponsorship application. The University Registrar's decision is final and there is no right of appeal.
2.	The sponsor must complete the details in Sections 6-9 on the NOES form and the information must be true and accurate. Failure to provide all the details required may mean that the sponsorship will not be accepted and the student will be responsible for all fees and charges.
3.	Sponsors are billed each session throughout the period of the sponsorship. There are two standard sessions (Semester 1 and Semester 2) and four non-standard sessions (Summer, Autumn, Winter and Spring) each year. Invoices are provided after the census date of each session. For information about census dates, refer to the <a href="#">University's calendar</a> .
4.	Payment will be required within the time period specified on the invoice. If all fees for the current teaching period are not paid by the due date stated on the invoice, the student will not be able to obtain results, nor be permitted to enrol in any further courses or graduate until all outstanding debts have been paid.
5.	The NOES form must be submitted prior to the semester due date for payment of fees, or a late fee will be incurred. If the NOES form cannot be submitted on time, the student is responsible for paying the fees by the due date and may seek to claim reimbursement from their sponsor. Information about late fees can be found <a href="#">here</a> .
6.	Any request for information or dispute regarding a payment made by a sponsor must be received within 12 months of the date of the disputed payment and must be emailed to the Enrolments and Fees Office at <a href="mailto:sponsorships@anu.edu.au">sponsorships@anu.edu.au</a> .
7.	If the sponsor does not have a company seal to complete Section 9 of this form, a brief letter titled 'Intention to Pay', written and signed by the sponsor on their letterhead must be submitted to accompany the completed NOES form.
8.	Upon request from a sponsor, the University will disclose the student's program details, as per the sponsored student's consent in Section 5. To request program information, please contact <a href="mailto:student@anu.edu.au">student@anu.edu.au</a> .
9.	The University may be able to provide the sponsor with various additional services if outlined in an official agreement between the University and the sponsor. To obtain information about inclusions in an agreement, contact <a href="mailto:international.stakeholders@anu.edu.au">international.stakeholders@anu.edu.au</a> .



**Section 9: Sponsor Declaration (to be completed by the sponsor)**

I have read and understood the above information. I confirm that I have the authority to act on behalf of the named sponsor. I confirm that the student will be sponsored for the duration and amount indicated on this form, and that my organisation will accept payment invoices that are sent to the invoicing address listed on this form. My organisation will be responsible for payment of fees as indicated on this form. I agree to notify the University immediately if the conditions of this sponsorship change at any time. I permit the University to undertake due diligence enquiries regarding my organisation. I declare that the information I have provided in this document is true and accurate. I accept the Terms and Conditions for Sponsors as outlined in section 8 of this document.

Name of authorised sponsor delegate completing this form	
Position in Organisation	
Signature	
Date (DD/MM/YYYY)	
Company Seal (or see clause 7 on Terms and Conditions for the sponsor)	