**STUDENT FEE SPONSORSHIP PROTOCOL**

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| **Overview of Protocol** | |
| Statement of Purpose and Coverage | * This protocol is to ensure efficient and effective set up and administration of sponsorship in the Student Administration System and define the roles and responsibilities of the officers involved * It covers all sponsorships for student fees and charges in the Student Administration System |
| Related Documents | * This protocol should be read in conjunction with: * Official Sponsorships Policy * Official Sponsorships Procedure * Student Fee Invoicing Procedure * Fees Rules |
| Definitions | * Sponsorship is a specific financial arrangement between the University and the sponsor, where the sponsor undertakes to pay tuition fees and other charges on behalf of the student: * A sponsor can be external or internal to the University * Under the Fee Rules the student remains ultimately liable for outstanding debt |
| **Sponsorship Responsibilities and Rights of the University** | |
| External Sponsorship | * Sponsor: * The University has the right to refuse sponsorship or cancel an existing sponsorship * The University always conduct background checks on new sponsors * The University does not enter into sponsorship arrangement with immediate family members of the student * The Notification of External Sponsorship form should be completed for each student where a formal agreement between the University and the sponsor does not exist * Student: * The student is responsible for notifying the University of any changes to the existing sponsorship arrangement * The student remains liable for any outstanding debt * The University reserves the right to cancel a student’s enrolment due to non-payment of fees |
| Invoicing and Payments | * Invoices are sent to sponsors just after the start of each academic session * All invoices are issued in Australian dollars and payments must be made in Australian dollars * Payments should be made by the invoice due date * The University does not usually facilitate payment schedules or the staggering of payments for outstanding debts |
| Internal Sponsorship | * College/School must provide a charge code where the student fee charges will be processed to. This is required to setup the sponsorship * The maximum number of charge codes supplied for each sponsorships is two (funding sitting in two accounts) * Where funding is from more than two accounts, Colleges/Schools should make arrangement with their local finance team to allocate the charges through a journal entry * Colleges/Schools are responsible for notifying the Division of Student Administration of renewals/extension of sponsorship. For continuing students, this information should be provided at the end of the year, for the following year. * The Division of Student Administration only administers and invoices University approved and published fees. Colleges/Schools are responsible for managing invoices for Special Sponsorship Arrangements where other liabilities are created * Special Sponsorship Arrangements *(invoices created by Colleges*) include the following:  1. Agreed sponsorship fee rates different from approved and published tuition fee rates in the Student Administration System. 2. Agreed invoicing periods different from the normal University invoicing periods 3. Agreed payment terms different from the normal University payment terms 4. Invoices to be issued in foreign currency |
| Division of Student Administration | * The Division is responsible for the following; * Approval of sponsorships * Creating sponsorship contracts in the Student Administration System and assigning students to the contracts * Creating and sending out invoices directly to sponsors * Follow up on outstanding invoices directly with sponsors unless agreed otherwise with the Division of Global Engagement and Programs * Troubleshooting issues raised by students, sponsors or the Division of Global Engagement and Programs with a sponsorship arrangement |
| Division of Global Engagement and Programs | * The Division of Global Engagement and Programs is responsible for the following;   + Negotiation of sponsorship agreements with sponsors in consultation with relevant ANU areas including DSA where applicable.   + Confirm management of tuition fee invoices and other financial process obligations with DSA.   + Provide necessary scholarship sponsor information to DSA for the creation of invoices.   + Provide additional information related to tuition fee payment as specified in the agreement.   + Follow up on outstanding invoices with sponsors as agreed with DSA.   + Monitor academic progress and subsequent enrolment of sponsored students in order to liaise with DSA to vary invoice as dictated in scholarship agreements.   + Update DSA on any changes to sponsorship arrangements as requested by sponsors. |
| **Additional information** | |
| Changes | * Any changes to this protocol must be approved by the Registrar, Student Administration in consultation with the Director of Global Engagement and Programs * This protocol will be reviewed on a regular basis and made available on the University website |
| Questions | * Please contact Student Finance, Division of Student Administration with any questions or comments regarding this protocol |