

STUDENT FEES SPONSORSHIP FORM

AUTHORITY TO INVOICE



All * are mandatory fields

1. SPONSOR DETAILS

Organisation Name:

Organisation ID (if known): ABN:

Address:

City: State: Post Code:

Billing Email *:

Contact Name: Phone:

Contact Email:

Reference Number (Purchase Order):

2. WHO IS COVERED BY THIS SPONSORSHIP?

STUDENT ONLY All Current Students Current and Future Students

This authority acts as ongoing request for services and will apply to all students that are registered to the sponsor as at the date of signing up to a maximum of four years.
DD / MM / YYYY

Student Name:

Student ID: Date of Birth:
DD / MM / YYYY

Does the student have a current concession card: Yes No If so, concession card type:

Card No: Expiry Date:

Multiple Students* (Add Student's details - Section 6)

3. WHAT IS YOUR BUSINESS PAYING FOR? (Select one or more)

Specific course or units:

Date range (DD/MM/YY): to

Fees Up To Value: \$

Percentage of Fees: %

Number of Attempts: 1 Attempt Only All Attempts

4. TERMS AND CONDITIONS

This Student Fees Sponsorship Form constitutes an agreement by the Sponsor to pay fees for one or more students undertaking training with TAFE Queensland and is an authority to TAFE Queensland to invoice the Sponsor for those fees.

If the Sponsor fails to pay the fees in accordance with invoices rendered, TAFE Queensland may take debt recovery action and charge additional recovery fees from the Sponsor. In the event of non-payment of fees, a student's training may be impacted and TAFE Queensland may amend the agreement to prevent further fees being sponsored.

It is the responsibility of the sponsor to advise TAFE Queensland of any changes to the student(s) covered by this agreement (e.g. due to change in employment). To modify or cease this sponsorship agreement, the sponsor must notify TAFE Queensland in writing via tq.accounts@tafeqld.edu.au.

Any changes to the agreement will only take effect for future enrolments. All fees charged for commenced or completed programs / units will remain payable by the sponsor.

Where an enrolment is cancelled or amended prior to the commencement of the program/unit, the sponsor may be eligible for a refund for associated fees that have been paid by the sponsor, in accordance with the Student Refund policy. Refunds must be requested within 12 months of the close of the study date of the applicable fee, and must be submitted in writing to tq.accounts.receivable@tafeqld.edu.au. Visit the TAFE Queensland website for further information on refunds.

5. SPONSOR DECLARATION

By signing this agreement, the sponsor requests that TAFE Queensland provide educational services to one or more persons as specified in the agreement and agrees to pay the fees incurred for these services.

I (authorised representative of sponsoring organisation) agree to pay fees incurred for this sponsorship:

Signature:

Date:

Authorising Officer Name:

Authorising Officer Title:

Privacy Statement: TAFE Queensland is collecting your personal information on this form for the purposes of facilitating invoicing for student fees. In accordance with the Information Privacy Act 2009 (Qld), your personal information will only be accessed by staff employed by or on behalf of TAFE Queensland for this purpose. Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission or as otherwise outlined in the TAFE Queensland Privacy Policy (<https://tafeqld.edu.au/legal/privacy-policy>) or where disclosure is permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at privacy@tafeqld.edu.au.

6. MULTIPLE STUDENT AUTHORITY LIST

Student Name:

Student ID: Date of Birth:

DD / MM / YYYY

Does the student have a current concession card: Yes No If so, concession card type:

Card No: Expiry Date:

Student Name:

Student ID: Date of Birth:

DD / MM / YYYY

Does the student have a current concession card: Yes No If so, concession card type:

Card No: Expiry Date:

Student Name:

Student ID: Date of Birth:

DD / MM / YYYY

Does the student have a current concession card: Yes No If so, concession card type:

Card No: Expiry Date:

Student Name:

Student ID: Date of Birth:

DD / MM / YYYY

Does the student have a current concession card: Yes No If so, concession card type:

Card No: Expiry Date:

Student Name:

Student ID: Date of Birth:

DD / MM / YYYY

Does the student have a current concession card: Yes No If so, concession card type:

Card No: Expiry Date:
