

## Sponsored Student Policy

### 1. Purpose

This Policy outlines the principles that govern the monitoring and support of International Students under sponsorship at UNSW College (the College). It also establishes the process to manage agreements between the College and Sponsoring Authorities, ensuring the provision of an adequate support framework.

### 2. Scope

This Policy applies to all International Students covered by a sponsorship, all College approved Sponsoring Authorities and College staff working with Sponsored Students and Sponsoring Authorities.

### 3. Policy Statement

- (a) International Students can be sponsored to study at the College through receipt of financial assistance from an overseas government, organisation or company.
- (b) In administering this policy and related procedure, the College complies with all legislation and legislative instruments relating to Enrolment, including the *Higher Education Standards Framework (Threshold Standards) 2021* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

### 4. Registration of New Sponsoring Authorities

The Sponsored Student Procedure details the circumstances and conditions under which Sponsoring Authorities are registered with the College.

### 5. Sponsoring Authority Obligations

- (a) Once the sponsorship is approved, the Student's financial liability is apportioned between the Student and the Sponsoring Authority, according to the terms of the sponsorship.
- (b) The Sponsoring Authority is then responsible for payment of tuition fees and any other charges identified in the Financial Guarantee Letter, for the duration of the nominated Student's Program.
- (c) Any changes to the approved Program or its duration, must be approved by the Sponsoring Authority and a new or updated Financial Guarantee Letter provided.
- (d) Non-payment of fees may result in termination or Suspension of the Student's Enrolment, in accordance with the College [Student Fees Policy](#) and [Student Fees Procedure](#).

## 6. Sponsored Student Obligations

- (a) After approval of the Sponsoring Authority, submission of the completed and signed [International Sponsored Student Agreement Form](#) and the Financial Guarantee Letter, the Student is considered to have a formal sponsorship agreement with the College.
- (b) The Student is responsible for:
  - i. payment of any agreed portion of fees and charges identified in the [International Sponsored Student Agreement Form](#), for the duration of the Program;
  - ii. obtaining the Sponsoring Authority's written approval for any changes to the Program or duration of study and sending an updated Financial Guarantee Letter to the College email [sponsor@unswcollege.edu.au](mailto:sponsor@unswcollege.edu.au) as per the [Sponsored Student Procedure](#);
  - iii. any tuition fees or other charges unpaid by the sponsor.
  - iv. maintaining their Enrolment in accordance with the College's [Enrolment Policy](#) and relevant Enrolment Procedure.
  - v. bringing their own device for study purposes in accordance with the College's [Bring Your Own Device Policy](#).

## 7. Tuition Fees and Invoicing

- (a) Each Sponsored Student's liability for tuition fees and any other charges agreed under the terms of the sponsorship, are calculated according to the [Student Fees Policy](#).
- (b) Some Sponsoring Authorities have long-standing relationships with the College and formal agreements have been established which entitle the sponsor to discounts. Any discounts must be considered by the Fees and Scholarships Committee with subsequent recommendations to the College Chief Executive Officer for approval, in accordance with the [Student Fees Policy](#).
- (c) The Sponsored Student Procedure details the circumstances and conditions under which invoices are issued to Sponsoring Authorities by the College.
- (d) If a Sponsoring Authority fails to make payments in accordance with the agreed sponsorship arrangement identified in the registration process, the responsibility for payment is transferred to the Student.
- (e) Non-payment of fees may result in termination or Suspension of the Student's Enrolment, in accordance with the College [Student Fees Policy](#) and [Student Fees Procedure](#). In the event of non-payment by a Sponsoring Authority, Financial Guarantees will no longer be accepted in lieu of payment.
- (f) Sponsored Students are not entitled to a direct Refund. In eligible cases the College will liaise with the Sponsoring Authority to arrange payment of a full or

partial fee Refund, or Remission of Fee in accordance with the [Student Refund Procedure](#).

## 8. Academic Monitoring and Sponsor Reporting

Sponsored Students must give their express permission under Australian privacy legislation to release their personal information to the Sponsoring Authority. The signed International Sponsored Student Agreement Form submitted to the College provides this authority.

## 9. Roles, Responsibilities, and Delegations

Role	Responsibility
Admissions team	Process Sponsored Student applications and check that all relevant paperwork is received before issuing CoE
Chief Finance Officer or nominee	Approval of any new Sponsoring Authorities
Finance Team	Invoice sponsors.
Manager, Sponsored Students	Initial assessment of new sponsor authority and subsequent recommendation to Student Fees; Manage sponsorship arrangements; regular reporting to approved sponsors; annual report to Academic Board by sponsor
Sponsored Student	Ensure completion of International Sponsored Student's Agreement Form and Financial Guarantee Letter
Sponsoring Authority	Completion of International Sponsorship Registration Form; Provision of Financial Guarantee, Payment of Fees.

## 10. Definitions

Definitions and Acronyms	
Census Date	This is the date within each Study Period when a Student's Enrolment must be finalised and the last day a Student can withdraw from a Subject without financial penalty.
Confirmation of Enrolment (CoE)	A document, which is issued by UNSW College to intending overseas Students and which must accompany their application for a Student Visa. It confirms the overseas Student's eligibility to enrol in the particular Program.
Enrolment	Enrolment is a process by which Students select Subjects, register for classes, and commence attending classes within a specific Term, Semester or teaching period.

Financial Guarantee Letter	Official declaration from the Sponsoring Authority that they will sponsor the Student, written on the Sponsoring Authority's letterhead.
International Student	A Student who is not a citizen or permanent resident of Australia or holder of a humanitarian visa, or citizens of New Zealand who are not eligible to be a Commonwealth supported Student.
Program	An Academic Board approved set of requirements, Subjects and/or supervised research into which a Student is admitted. In some cases, this will lead to an award of UNSW College
Refund	Return of payment in the form of funds repaid or a statement credit which can be used to settle other fee charges.
Remission of Fee	Remission of tuition fee after the relevant Census Date for all Programs except Foundation Studies ELICOS and Pre-Masters; if a Student can demonstrate Special Circumstances.
Sponsored Student	<p>Sponsored Students are Students who receive funding through a financial arrangement by which an external organisation agrees to pay all or part of a Student's fees directly to UNSW College and is distinct from a scholarship, where a Student may be awarded funds which they may use to pay fees themselves.</p> <p>Sponsorship can cover tuition fees, other charges and living expenses, depending on the agreement.</p>
Sponsoring Authority	A government, non-government or corporate organisation that agrees to fund some or all of an International Student's study expenses.
Student	Is a person enrolled in an approved Program of study at UNSW College whose Enrolment has not lapsed or been cancelled.
Study Period	Each Study Period has a designated start and end date, Census Date, last date by which Students can add or substitute units of study, date for Withdrawal with or without academic penalty (if applicable), and date for release of Subject results.
Subject	A component of an Academic Program, normally of one term or semester in duration, with a specific credit value.

Suspension	Suspension is forced, temporary leave from the College with an automatic right of re-entry for the first available intake commencing after six months from the conclusion of the Suspension have elapsed.
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## 11. Related Policy and Supporting Documents

Related Policy Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> <li>• Higher Education Standards Framework (Threshold Standards) 2021 (Cth)</li> <li>• Higher Education Support Act 2003 (Cth)</li> <li>• Education Services for Overseas Students Act 2000 (Cth)</li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students 2018</li> </ul>
Policy	<ul style="list-style-type: none"> <li>• <a href="#">Admissions Policy</a></li> <li>• <a href="#">Bring Your Own Device Policy</a></li> <li>• <a href="#">Enrolment Policy</a></li> <li>• <a href="#">Student Refund Policy</a></li> <li>• <a href="#">Student Fees Policy</a></li> </ul>
Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Sponsored Student Procedure</a></li> <li>• <a href="#">Enrolment Procedure – Award Programs (Diploma)</a></li> <li>• <a href="#">Enrolment Procedure – Pre-Masters Program</a></li> <li>• <a href="#">Enrolment Procedure – Academic English Program</a></li> <li>• <a href="#">Enrolment Procedure – Foundation &amp; Transition Programs</a></li> <li>• <a href="#">Student Fees Procedure</a></li> <li>• <a href="#">Student Refund Procedure</a></li> </ul>

## 12. Policy Governance

Sponsored Student Policy	
Category/Business Group	Marketing, Student Recruitment and Admissions
Published Externally (Yes/No)	Yes
Approver	Academic Board
Responsible Officer	Executive Director, Future Students and Business Development
Contact Officer	Manager, Sponsored Students
Effective Date	23 May 2024
Next Review Date	23 May 2027
Version	1.0

### 13. Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
1.0	Academic Board	23 May 2024	23 May 2024	N/A