

## Sponsored Student Procedure

### 1. Purpose

This Procedure supports the Sponsored Student Policy in managing and supporting sponsorship arrangements and Sponsored Students studying at UNSW College (the College).

### 2. Scope

This Procedure 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. Registration of New Sponsoring Authorities

- (a) All new Sponsoring Authorities are required to complete and submit an International Sponsorship Registration Form to [sponsor@unswcollege.edu.au](mailto:sponsor@unswcollege.edu.au) for assessment by the Manager, Sponsored Students with a subsequent recommendation to the Chief Financial Officer or nominee, prior to implementation.
- (b) The International Sponsorship Registration Form provides contact details for invoicing and the various fees and charges that will be supported under the sponsorship arrangement.
- (c) After approval, the sponsor is then a recognized Sponsoring Authority and can nominate any number of Students for sponsorship through the provision of both a Financial Guarantee Letter and an International Sponsored Students Agreement Form.

### 4. Sponsored Student Admission

- (a) All Sponsored Students seeking Admission to the College do so using the online application process, indicating the name of the authority that will be sponsoring them in the relevant section. Sponsorship documents are not required until an offer of Admission is made.
- (b) Sponsored Student applications for Admission are assessed by the College Admissions Office and if entry requirements are met, an offer is made and the Manager, Sponsored Students is advised.
- (c) To accept the offer, the Student follows the instructions in the offer letter and returns the relevant completed and signed documents, together with the International Sponsored Students Agreement Form and the Financial Guarantee Letter from the Sponsoring Authority. If the system does not allow for document upload, please email submission to [sponsor@unswcollege.edu.au](mailto:sponsor@unswcollege.edu.au)
- (d) If the Student is financially liable for a portion of the fees and charges, evidence of payment for that portion must also be provided on acceptance.

- (e) A Confirmation of Enrolment (CoE) enabling a Student to apply for a Student visa will not be issued by the College until both the completed International Sponsored Student Agreement Form and Financial Guarantee Letter are provided to the Manager, Sponsored Students at UNSW College via [sponsor@unswcollege.edu.au](mailto:sponsor@unswcollege.edu.au)

## 5. Financial Guarantee Letter

- (a) The Financial Guarantee Letter provided by the Sponsoring Authority for each nominated Student who receives an offer of Admission from the College, must be on the Sponsoring Authority's letterhead and include:
- i. Sponsoring Authority's name and contact details for both invoicing and reporting on Student progress;
  - ii. name and date of birth of the Sponsored Student;
  - iii. date the Financial Guarantee is issued and the duration of the sponsorship;
  - iv. specific fees and charges which are covered by the sponsorship and any portion of that the Student is to cover;
  - v. Program details covered by the sponsorship;
  - vi. any limitations which may be placed on the Student as a condition of the sponsorship agreement, such as progression or attendance requirements;
  - vii. the signature and date of the authorised representative.
- (b) The Financial Guarantee Letter should cover both the UNSW College pathway Program and the subsequent UNSW Sydney degree to which the nominated Student will progress on successful completion of their College Program.

## 6. Change of Program or Extension of Program Duration

In certain Programs, Students can change their Enrolment by adding or withdrawing from a Subject. The process of adding a Subject can be undertaken up until the Enrolment deadline. The process of withdrawing a Subject should be undertaken prior to the Term's Census Date to avoid financial or academic penalties which may apply. Further detail is provided in the relevant Enrolment Procedure documents.

### 6.1 Change of Program

- (a) A Sponsored Student seeking to change their Program must first obtain the written approval of the Sponsoring Authority.
- (b) If approval is granted by the Sponsoring Authority, the Student is then required to provide a new Financial Guarantee Letter from the sponsor for the revised Program.



- (c) Both the Sponsoring Authority written approval and Financial Guarantee Letter submission are to be emailed to [sponsor@unswcollege.edu.au](mailto:sponsor@unswcollege.edu.au).
- (d) If entry requirements for the new Program are met, Admission to the revised Program will be processed by the Admissions Office and a new offer made in accordance with the College [Admissions Policy](#) and [Admissions Procedure](#).

## 6.2 Extension of Program Duration

- (a) Sponsored Students who need to extend the duration of their study and hence, their sponsorship, must first obtain the approval of the Sponsoring Authority to do so.
- (b) If written approval is granted by the Sponsoring Authority, a new Financial Guarantee Letter from the sponsor is required. Both the Sponsoring Authority written approval and Financial Guarantee Letter submission are to be emailed to [sponsor@unswcollege.edu.au](mailto:sponsor@unswcollege.edu.au) indicating the need for a sponsorship extension.

## 7. Invoicing and Payment

### 7.1 Overseas Student Health Cover

- (a) If the sponsorship arrangement covers Overseas Student Health Cover (OSHC), an invoice for the visa-length cover is sent to the sponsor at the commencement of the Program.
- (b) Invoices are issued and payable as per the scheduled agreement by the individual Sponsoring Authority.
- (c) If the Sponsored Student is responsible for OSHC payment, the College can arrange cover on the Student's behalf through the offer process or alternatively, proof of payment for visa-length cover from an approved OSHC provider can be provided by the Student. This must be received before issuing the Confirmation of Enrolment (CoE).

### 7.2 Sponsoring Authority Invoicing

- (a) Sponsoring Authorities can nominate to receive one of two types of invoices:
  - i. consolidated invoice showing the full amount of fees outstanding for the full amount of the outstanding for all Students it sponsors, together with a breakdown by Student; or
  - ii. individual Student invoices.
- (b) Sponsoring Authority invoices for tuition fees and any other non-OSHC charges agreed under the sponsorship arrangement are sent at the beginning of each Term requesting payment in full for that teaching period.
- (c) Invoices are issued in Australian dollars only and payments must be received in Australian dollars.
- (d) Payment is due within 30 days of the invoice receipt unless other arrangements have been approved by the UNSW College CEO for that Sponsoring Authority.



- (e) Liability for tuition fees and any other charges agreed under the terms of the sponsorship are calculated according to the [Student Fees Policy](#), unless otherwise approved by the UNSW College CEO.
- (f) Any approved tuition fee discounts are applied at the Student level by the Finance Team prior to invoicing and the discount is apportioned evenly across the subjects undertaken by the Sponsored Student in that teaching period.
- (g) If payment is not received from the Sponsoring Authority within the 30-day period, a reminder is sent by the Finance Team and the Manager, Sponsored Students is alerted for follow up with the Sponsoring Authority.

### 7.3 Sponsored Student Invoicing

- (a) Sponsored Students are issued with an online Fee Statement accessible from the Student portal, for any fees and charges for which they are responsible under the sponsor arrangement.
- (b) Fee Statements specify the due date for payment, in accordance with the [Student Fees Procedure](#).

## 8. Non-payment of Fees

- (a) Four weeks before the end of the Program, the Finance Team identifies any Sponsored Students for whom payment has not yet been received and seeks approval from the Manager, Sponsored Students to place an encumbrance on the Sponsored Student's Enrolment.
- (b) The encumbrance may impose a restriction which prevents the release of a Student's results and restrict a Student's access to College services until all outstanding debt is paid.
- (c) Both the Sponsoring Authority and the Student receive notification of the encumbrance from the Finance Team, together with advice that the Student's Enrolment will be invalidated if the debt is not resolved.
- (d) If a Sponsoring Authority fails to make payments in keeping with the agreed sponsorship arrangement identified in the registration process, the responsibility for payment is transferred to the Student.
- (e) Ongoing non-payment of fees can result in termination of a Student's Enrolment in accordance with the [Student Fees Policy](#) and, for International Students, reporting to the relevant authorities as required by the ESOS Act.
- (f) Students whose Enrolment is cancelled, will not have access to their academic records.
- (g) If non-payment of fees is a continuous occurrence by the Sponsoring Authority, the College may conduct a due diligence check, which may lead to termination of the sponsorship arrangement with the Sponsoring Authority.

## 9. Debt Management

The Finance Team actively monitors sponsorship accounts and follows up unpaid debt in line with standard College practice.

## 10. Academic Monitoring and Sponsor Reporting

- (a) The College provides regular Student progress reports to the Sponsoring Authority in accordance with the agreed terms and conditions of the sponsorship.
- (b) Sponsoring Authority reporting may include attendance and academic results for each Sponsored Student at the end of each teaching period.

## 11. Record Keeping and Reporting

- (a) All Sponsored Students are identified as such on the Student Management System by the Admissions team at the point of entry.
- (b) Finance maintains a list of approved Sponsoring Authorities, inclusive of any fee discounts.
- (c) The Manager, Sponsored Students manages the sponsorship arrangements and reporting to the relevant approved Sponsoring Authorities.
- (d) An annual report for Academic Board is prepared by the Manager, Sponsored Students on outcomes by Sponsoring Authority and any emerging trends.

## 12. Roles, Responsibilities, and Delegations

Role	Responsibility
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.
Chief Finance Officer or nominee	Approval of any new Sponsoring Authorities.
Admissions Team	Process Sponsored Student applications and check that all relevant paperwork is received before issuing CoE.
Sponsored Student	Ensure completion of International Sponsored Student's Agreement Form and Financial Guarantee Letter.
Sponsors	Completion of International Sponsorship Registration Form; Provision of Financial Guarantee, Payment of Fees.
Finance Team	Invoice sponsors.

### 13. Definitions

Definitions and Acronyms	
Admission	Entry into a Program granted to an applicant following assessment of their application.
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.
Fee Statement	A statement sent to enrolled Students showing the fees amounts and Payment Due Dates for relevant fee periods.
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.
Manager, Sponsored Students	Point of contact for Sponsored Students and Sponsoring Authorities, coordinates and assists with financial arrangements and services for Sponsored Students.
OSHC	Overseas Student Health Cover
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	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.  Sponsorship can cover tuition fees, other charges and living expenses, depending on the agreement.
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.

#### 14. 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 (Cth)</li> </ul>
Policy	<ul style="list-style-type: none"> <li>• <a href="#">Admissions 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> <li>• Sponsored Student Policy</li> </ul>
Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Admissions 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>

## 15. Policy Governance

Sponsored Student Procedure	
Category/Business Group	Marketing, Student Recruitment and Admissions
Published Externally (Yes/No)	Yes
Approver	Executive Director, Future Students and Business Development
Responsible Officer	Executive Director, Future Students and Business Development
Contact Officer	Manager, Sponsored Students
Effective Date	15 March 2024
Next Review Date	15 March 2027
Version	1.0

## 16. Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
1.0	Executive Director, Future Students and Business Development – Mark Bradley	15 March 2024	15 March 2024	Administrative updates incl. changes to College brand and new template and cosmetic changes.