



SPONSORED STUDENT INFORMATION FORM

Dear student,

Your International Application for Admission Form indicates you will be seeking sponsorship for your studies at Curtin. Your sponsor will need to complete the attached form to confirm your sponsorship arrangements.

CONFIRMATION OF ENROLMENT FOR STUDENT VISA APPLICATION

You will be able to apply for a student visa once you have been issued with an electronic Confirmation of Enrolment (eCoE). Before Curtin can release the eCoE, we require the following:

- This form (completed and signed by your sponsor) OR a Letter of Financial Guarantee (see page two)
- Acceptance of Offer (signed by you)
- Disclosure Form for Sponsored Students (signed by you) – visit howtoapply.curtin.edu.au/forms-guides-and-brochures/
- Confirmation of your OSHC payment or OSHC membership (see below information)

OVERSEAS STUDENT HEALTH COVER (OSHC)

All students must have visa-length OSHC membership prior to their arrival in Australia. The University can organise OSHC on your behalf with the University's preferred provider *Bupa Health Insurance* (under the *Advantage Premium* cover). To make this arrangement: (i) find the Bupa OSHC amount listed in your *Letter of Offer*, and then (ii) include this Bupa information when completing *Section 4 & Section 5* of your *Acceptance of Offer*. For those students who send their OSHC payment to Curtin, in line with the Curtin/Bupa Special Agreement, Bupa has **waived the two-month waiting period for psychiatric services and the 12 month waiting period for gynecological services and pregnancy related services**.

If your sponsor is paying for your OSHC

Your sponsor needs to refer to the instructions in item 8 of this form.

Please note:

- if you complete, cease or defer your studies and are no longer an international student in Australia, it is your responsibility to claim any OSHC refund and reimburse your sponsor. Alternatively, if your OSHC is with Bupa Health Insurance, your sponsor may contact Bupa directly by email to seek a refund: bupaOSHCPrime@bupa.com.au
- you are responsible for any costs associated with OSHC renewals or change of OSHC provider and you will need to liaise directly with your sponsor to seek reimbursement.

If your sponsor is NOT paying for your OSHC

You must send the OSHC payment (as per amount stated on your Letter of Offer) directly to the University OR provide evidence of an existing OSHC membership.

If your sponsor is paying your OSHC, but NOT paying for your family's OSHC

If you are travelling to Australia with your family, you required to provide evidence to Australian Immigration of the family OSHC cover to apply for a family visa. You will need to either (1) provide evidence of an existing Australian OSHC membership for you and your family, OR (2) pay the relevant **student and family** OSHC amount to Curtin (as stated on your Letter of Offer). You can then seek reimbursement for the student component directly from your sponsor. Alternatively, if you arrive in Australia without your family, you can pay for the family upgrade once you have commenced your study.

LIVING ALLOWANCE

It is the sponsor and student's responsibility to be aware of the living costs in Australia. It is the student's responsibility to cover any shortfall in funds either towards the cost of tuition or living costs during their sponsorship or if their sponsorship should cease at any time during their studies. A suggested weekly budget and other important information can be found in the Curtin Pre-Departure Guide at: international.curtin.edu.au/pre-departure/budget/

DEPENDANT SCHOOLING

If you intend to bring school aged dependants to Australia – please read important information including visas and school fee costs in the *Dependant Schooling Information Sheet* (under the general form section) at: howtoapply.curtin.edu.au/forms-guides-and-brochures/



SPONSORED STUDENT INFORMATION FORM

Dear sponsor,

Curtin will issue an electronic Confirmation of Enrolment (eCoE) when the University receives the following documents:

- this form (completed and signed by the sponsor) OR a Letter of Financial Guarantee*
- Acceptance of Offer (signed by the student)
- Disclosure Form for Sponsored Students (signed by the student) - visit howtoapply.curtin.edu.au/forms-guides-and-brochures/
- copy of the student's passport photo page

*Letter of Financial Guarantee

Curtin will accept a Letter of Financial Guarantee in place of this form. The Letter of Financial Guarantee must include:

- student's name
- Curtin student number
- course(s) of study
- commencement period
- duration of sponsorship
- expenses covered by the sponsorship (including living allowance arrangements)
- confirm whether to send tuition fee invoices to the sponsor or directly to the student
- confirm if the sponsor will pay the Overseas Student Health Cover (OSHC) for the student OR the student and family
- **MUST** state one of the OSHC payment options:
 - (i) sponsor sending OSHC payment to the University (*before arrival to Australia*)
 - (ii) sponsor requests to be invoiced for OSHC payment (*after arrival in Australia*)
 - (iii) student is responsible for OSHC payment (*and if applicable will seek reimbursement directly from the sponsor*)
 - (iv) sponsor arranging the OSHC membership and payment directly with an Australian OSHC provider
 - (v) student has an existing OSHC membership and provide the details of same

1. STUDENT DETAILS

Family name _____

Given name/s _____

Curtin student number _____ Date of birth _____

2. SPONSOR DETAILS

Name of sponsoring organization _____

Department _____

Name of contact person _____

Correspondence address _____

Telephone _____ Fax _____

Email _____ Alternative Email _____

3. LIVING ALLOWANCE/STIPEND:

Is the sponsor paying a living allowance/stipend:

YES the sponsor to pay stipend directly to student (unless special arrangements are in place with the University).

NO

NOTE (relevant to both options above): It is the sponsor and student's responsibility to be aware of the living costs in Australia. It is the student's responsibility to cover any shortfall in funds either towards the cost of tuition or living costs during their sponsorship or if their sponsorship should cease at any time during their studies. A suggested weekly budget and other important information can be found in the Curtin Pre-Departure Guide at:

international.curtin.edu.au/pre-departure/budget/

4. INVOICE DETAILS

Sponsor paying 100% of tuition fees **OR** Other (please specify % or amount) _____

Invoice for tuition fees should be sent directly to the sponsor **OR** directly to the student

If invoices are to be sent direct to the sponsor – please send to:

Sponsor contact details above (as per Section 2) **OR** Other contact details as specified below

Name of sponsoring organization _____

Department _____

Name of contact person _____

Correspondence address _____

Telephone _____ Fax _____

Email _____

5. COURSE DETAILS

Course name _____

Course begins (year) _____ Feb/March Semester 1 July/Aug Semester 2 Research Term 1 Research Term 2
 Trimester 1, 1A, 1B Trimester 2, 2A, 2B Trimester 3, 3A, 3B

Duration of course (as stated on Letter of Offer) _____ year/s Length of sponsorship _____ year/s

6. ENGLISH OR FOUNDATION DETAILS

If the student does not meet the English language or academic requirements for the course, are you willing to fund an English language course or foundation program prior to the student commencing this course?

No Yes (and if known, please indicate which course in the section below) **Note:** *If the section below is not completed or known, Curtin will send an offer to the student for a suitable English, Diploma or Foundation program packaged together with the mainstream course. The sponsor will then subsequently need to complete the below section.*

<input type="checkbox"/> Navitas English – General English Level 1 (GE 1): total number of weeks: _____
<input type="checkbox"/> Navitas English – General English Level 2 (GE 2): total number of weeks: _____
<input type="checkbox"/> Gateway English Course: total number of weeks: _____
<input type="checkbox"/> English Language Bridging (17 weeks):- <input type="checkbox"/> Feb/March <input type="checkbox"/> June/July <input type="checkbox"/> Sept/October
<input type="checkbox"/> English Language Bridging (10 weeks):- <input type="checkbox"/> April/May <input type="checkbox"/> Aug/September <input type="checkbox"/> November
<input type="checkbox"/> English Language Bridging (2 weeks):- <input type="checkbox"/> February <input type="checkbox"/> July <input type="checkbox"/> Oct/November
<input type="checkbox"/> Foundation or Diploma Studies

7. STUDENT PROGRESS REPORTS

Please send student progress reports to

- Sponsor contact details (as per section 2) Invoice contact details (as per section 4)
 Other (please specify below)

Name of organisation _____

Department _____ Name of Contact: _____

Correspondence address _____

Telephone _____ Fax _____

Email _____ Alternative Email: _____

8. OVERSEAS STUDENT HEALTH COVER (OSHC)

All students must have visa-length OSHC membership prior to their arrival in Australia. The University can organise OSHC on the student's behalf with the University's preferred provider, *Bupa Health Insurance*.

Please indicate if the sponsor will pay for OSHC (**visa-length amount as shown on the Letter of Offer**):

- Student
 Student and family
 Sponsor will not be paying for OSHC

IF THE SPONSOR IS PAYING FOR OSHC—please tick one of the following payment options:

- Sponsor sending OSHC payment to the University before student arrives in Australia (before release of eCoE)*
 Sponsor requests to be invoiced for OSHC payment after the student arrives in Australia**
 Student is responsible for OSHC payment (& may seek reimbursement directly from the sponsor if applicable)
 Sponsor arranging the OSHC membership and payment directly with an Australian OSHC provider
 Student has an existing OSHC membership—provide details _____
 Sponsor will cover partial payment of total OSHC amount. Sponsor will pay amount of A\$ _____

Note: the remaining balance of the OSHC payment needs to be paid by the student before release of CoE.

* refer to the payment options in the Acceptance of Offer

**payment terms are 30 days from tax invoice received

Please note: if the student completes or ceases/defers their studies and is no longer an international student in Australia, any OSHC refund will be the responsibility of the student to claim and reimburse the sponsor. Alternatively, if the student has OSHC membership with Bupa, the sponsor may contact Bupa directly to seek a refund by emailing: bupaOSHCPrime@bupa.com.au

9. OTHER IMPORTANT INFORMATION

FREE 10 WEEK ENGLISH LANGUAGE TUITION:

Sponsors are eligible for a fee offset if the student meets the terms & conditions for the *Free 10 week English Language tuition*:

- (i) *If the sponsor does cover preliminary English under the sponsorship, the University will automatically deduct the free English amount from the sponsor invoice once the student enrolls in the main course. The student will have to sign the Free 10 week English offer (sent together with the Letter of Offer).*
- (ii) *If the sponsor does NOT cover the preliminary English under the sponsorship, the student is required to (i) pay the English program fee deposit upfront; (ii) sign the Free 10 week English offer (sent together with the Letter of Offer) and (iii) seek a refund for the Free 10 weeks of English when they enrol in the main course.*

Curtin College

Curtin College has separate invoicing systems to the University's Fee Centre. If you are sponsoring the student to attend Curtin College, the institution will contact you separately to arrange payment for the student's tuition fees and OSHC.

Curtin English course changes

The offered length of English courses can only be changed in consultation with staff at Curtin English.

Additional costs

Payment of any incidental or additional costs—such as living expenses, first aid certificates, laboratory coats, books, memberships and temporary/permanent accommodation—will need to be arranged separately between the sponsor and the student (unless a Special Agreement is in place with the University).

Course changes

If the student wishes to change course, they must first seek approval from the sponsor. A new Sponsored Student Information Form (or Letter of Financial Guarantee) must be completed and returned to Curtin International - available at howtoapply.curtin.edu.au/forms-guides-and-brochures/

Sponsorship extensions

If the student does not complete the course by the sponsorship end date, it is the student's responsibility to contact the sponsor to discuss a sponsorship extension. If the extension is granted, a new Sponsored Student Information Form (or Letter of Financial Guarantee) must be completed and returned to Curtin International - available at howtoapply.curtin.edu.au/forms-guides-and-brochures/

10. DECLARATION

I confirm that my organisation will be responsible for payment of tuition fees for the above student enrolled in the above course/s in accordance with the Curtin University Sponsorship Agreement.

New sponsors to Curtin - Sponsorship Agreement

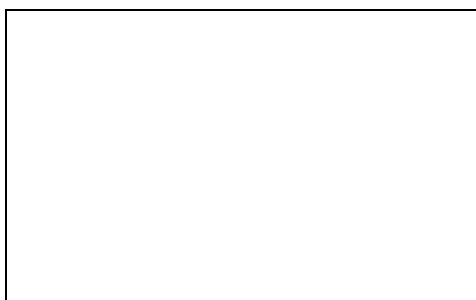
New sponsors must complete a Sponsorship Agreement when they send their first student to Curtin University. Only one Agreement is required between the sponsor and Curtin and is valid for 5 years. Copy of the Sponsorship Agreement is available at howtoapply.curtin.edu.au/forms-guides-and-brochures/

Note: all payments to Curtin University must be made in Australian dollars (AUD). Bank charges associated with transferring money to Australia are the sponsor's responsibility.

Signature of sponsor _____ Date _____

Name (please print) _____

Sponsor official stamp



Please note: Curtin cannot organise sponsor invoice arrangements unless this form is stamped.

PLEASE RETURN THIS FORM TO:

Email: CI-accept@curtin.edu.au

Or if you are currently at Curtin, you can also choose delivering to:

Curtin University
Curtin International, Curtin Connect, Building 102
GPO Box S1512
Perth, Western Australia 6845

Tel: +61 8 9266 7331

The information provided on this form will be retained by the University and handled in accordance with the University's policy on the management and disclosure of personal details and information.