



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). Curtin will issue an eCoE once we receive the following documents:

- 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 <https://international.curtin.edu.au/forms.htm>
- copy of your passport photo page
- 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, Allianz Global Assistance – to make this arrangement, tick the relevant Allianz OSHC amount shown in the Acceptance of Offer (note: the terms of payment are attached to the Acceptance of Offer). For more information on OSHC go to:

<http://international.curtin.edu.au/pre-departure/health-insurance/>

If your sponsor is paying for your OSHC

Your sponsor needs to send payment to the University (or show evidence of an existing OSHC membership) preferably before you or your family arrives in Australia. Your eCoE will indicate that the University will arrange your OSHC (if applicable). 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 Allianz Global Assistance, your sponsor may contact Allianz directly to seek a refund by email: jkelly@allianz-assistance.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 stated on your Acceptance of Offer) directly to the University OR provide evidence of an existing OSHC membership.

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

If you are travelling to Australia with your family, you may need to provide evidence to Australian Immigration of the family OSHC cover to apply for a family visa. If this is the case, you will need to either: (1) provide evidence of an existing Australian OSHC membership for you and your family, OR (2) pay the student and family OSHC amount to Curtin (as stated on your Acceptance of Offer). You can then seek reimbursement for the student OSHC amount directly from your sponsor. Alternatively, if you arrive in Australia without your family, you can add the family upgrade to your single OSHC membership once you have commenced your study. You will then be able to arrange for your family's visa. For a list of family OSHC premium fees with the University's preferred provider Allianz Global Assistance, visit

<http://international.curtin.edu.au/pre-departure/health-insurance/>

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 information at: international.curtin.edu.au/living-expenses.htm

DEPENDANT SCHOOLING

If you intend to bring school aged dependants to Australia – please read the important information (including visas and school fee costs) in the Dependant Schooling Information Sheet: <https://international.curtin.edu.au/forms.htm>



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 <https://international.curtin.edu.au/forms.htm>
- 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:

YES It is the sponsor's responsibility to pay the living allowance directly to the 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 information at:

international.curtin.edu.au/living-expenses.htm

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
 January Trimester 1 May Trimester 2 Aug/Sept Trimester 3

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 or Foundation program packaged together with the mainstream course. The sponsor will then subsequently need to complete the below section.*

Navitas English – General English Level 1 (GE 1): total number of weeks: _____

Navitas English – General English Level 2 (GE 2): total number of weeks: _____

Gateway English Course: total number of weeks: _____

English Language Bridging (17 weeks):- March July October

English Language Bridging (10 weeks):- May September November

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, Allianz Global Assistance – visit:

<http://international.curtin.edu.au/pre-departure/health-insurance/>

Please indicate if the sponsor will pay for OSHC (**visa-length amount is shown on Acceptance 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 CoE)*
- Sponsor requests to be invoiced for OSHC payment after the student arrives in Australia*
- Student is responsible for OSHC payment (and if applicable will seek reimbursement directly from the sponsor)
- 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.

*Please refer to the payment instructions attached to the Acceptance of Offer. Payment terms are 30 days from acceptance of offer or 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 Allianz, the sponsor may contact Allianz directly to seek a refund by emailing: jkelly@allianz-assistance.com.au

9. OTHER IMPORTANT INFORMATION

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, voluntary student guild membership 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. Copies of this form are available at <https://international.curtin.edu.au/forms.htm>

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. Copies of this form are available at <https://international.curtin.edu.au/forms.htm>

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 3 years. Copies of the Sponsorship Agreement are available at <https://international.curtin.edu.au/forms.htm>

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:

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

Tel: +61 8 9266 7331

Fax: +61 8 9266 2605

Email: CI-accept@curtin.edu.au

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.