Apprentice/trainee sponsorship application

RMIT UNIVERSITY

Student details

RMIT student number _____ Date of birth (DD/MM/YYYY) _____

Family name _____ Given name/s _____

Program name and code _____ Contact number _____

Employer details

Registered business name _____

ABN of above named business _____

Registered business address _____

Suburb _____ State _____ Postcode _____

Mailing address (if different to above) _____

Suburb _____ State _____ Postcode _____

Contact name _____ Contact's position title _____

Contact's telephone no. _____ Contact's email _____

Email (for invoicing purposes) _____

Sponsorship period (please select one option)

☐ Term 1 (January to June) ☐ Term 2 (July to December) ☐ Full year ☐ Cross-year (July to June)

Note: Sponsorship is only available for the current academic year.

Payment election (please select one option)

☐ **Option 1**—All fees (including tuition, materials and student services and amenities fee)

☐ **Option 2**—Tuition fees and materials fees

☐ **Option 3**—Tuition fees only

☐ **Option 4**—Sponsorship of _____% (a percentage of all fees)

Employer declaration

The entity shall remain liable for the debt incurred for the sponsorship period indicated on this application, including if the apprentice/trainee leaves the employ of the organisation.

This authority is not transferable to any student other than the student named above or to any other program of enrolment.

I confirm that I agree to the terms and conditions as the employer of a sponsored student as disclosed on the back of this application.

Signature of employer (or authorised business officer) _____ Date: _____

Student declaration

I confirm that I agree to the terms and conditions as the sponsored student as disclosed on the back of this application.

Signature of apprentice/trainee _____ Date: _____

RMIT UNIVERSITY

How to apply

Applying for a sponsorship is a two-step process:

1. Register your intent to apply for a sponsorship through Enrolment Online.
2. After you register, print a hard copy application and complete and submit the application by the deadline specified in Enrolment Online.

Log in to myRMIT at **www.rmit.edu.au/myrmit** to access Enrolment Online.

If you fail to complete and submit your application by the deadline specified in Enrolment Online, you will be responsible for all fees and charges.

You and your employer must each complete and sign the application. You and your employer must each retain a copy of your completed, signed application for your records.

You are not eligible for sponsorship if you have any outstanding fees.

Application submission

Submit your completed and signed application to RMIT.

By email: Sponsorship.Applications@rmit.edu.au

By mail: Student Sponsors, Financial Services Group
RMIT University
GPO Box 2476
Melbourne VIC 3001

Terms and conditions of sponsored students

Student

To become and remain a sponsored student you must be an apprentice or trainee and provide a signed *Apprentice/trainee sponsorship application* each calendar year.

If you do not submit a completed *Apprentice/trainee sponsorship application* by the first due date of charges on your tax invoice/online account you, as an enrolled student, will be liable for fees incurred.

In the event that your sponsor's application is not accepted, you will remain enrolled and will continue to be personally responsible for any fees and charges.

Employer

An agreed sponsor will be liable for the debt incurred for the sponsorship period indicated on the *Apprentice/trainee sponsorship application*. A new signed *Apprentice/trainee sponsorship application* must be completed each calendar year.

All fees and charges must be paid by the sponsor by the original due date stated on the tax invoice. Any delay in payment of these charges may result in the imposition of a late payment fee.

Having signed the *Apprentice/trainee sponsorship application*, a company shall remain liable for all fees invoiced by RMIT for the sponsorship period indicated, even if:

- the student's employment with the sponsor is terminated
- the student cancels their enrolment with RMIT
- the student fails to satisfy the assessment criteria of the RMIT program.

For information on fees, including materials and the student services and amenities fee, refer to **www.rmit.edu.au/programs/fees**.

RMIT

On receipt of a completed *Apprentice/trainee sponsorship application*, RMIT maintains the right to perform any appropriate data validation and credit worthiness checks prior to accepting the application of sponsorship.

RMIT reserves the right to make a decision on the application of any company wishing to become a sponsor based on information provided via the above processes.

Where a sponsorship application is not accepted, the student will remain enrolled and be advised that they continue to be personally responsible for any charges.

Apprenticeship/traineeship enrolment administrator

Advice will be provided to apprentices and trainees and employers regarding the terms and conditions for sponsored students.