

GENERAL INFORMATION

By signing this agreement you will be the sponsor of the student and will be subject to the terms of credit.
Please note:

- It is important that you read the notes on page 2.
- Notification of termination of employment must be made promptly by email to your regular Student Management Officer contact or to info@angliss.edu.au

SECTION A: STUDENT DETAILS

Student ID	<input type="text"/>	Date of Birth	<input type="text"/>
Family Name	<input type="text"/>	Given Name(s)	<input type="text"/>
Course of Study	<input type="text"/>	Start Date	<input type="text"/>

SECTION B: EMPLOYER DETAILS

Business Name for Invoicing	<input type="text"/>	ABN:	<input type="text"/>
Employer Contact	<input type="text"/>	Accounts Contact:	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	Post Code:	<input type="text"/>
Telephone (Office)	<input type="text"/>	Telephone (Accounts):	<input type="text"/>
Employer Email	<input type="text"/>		
Accounts Email:	<input type="text"/>		

SECTIONS C: PAYMENT OPTIONS

Start Date / / End Date (Leave blank if for duration of the course) / /

I authorise William Angliss Institute to process this authority for the duration of the above dates based on following amount/percentages

Tuition Fee (per enrolment/teaching period)	\$ <input type="text"/>	Or	<input type="text"/> %
Student Services Fee	\$ <input type="text"/>	Or	<input type="text"/> %
Material Fees	\$ <input type="text"/>	Or	<input type="text"/> %
Administration Fee	\$ <input type="text"/>	Or	<input type="text"/> %

SECTION D: DECLARATION BY EMPLOYER

I declare that I am authorised to approve this transaction on behalf of the organisation above and understand that if the student does not complete the course, ceases to be employed or withdraws from the course that this organisation will remain responsible for any unpaid enrolment fees related to the enrolment period. I also confirm that the above named student tuition contribution is not being fully paid by a Commonwealth Government Funded Agency or as part of a Commonwealth program or initiative.

Signature of Person with Financial Authority Date

When to apply

You must submit your application for Authority to be invoiced prior to commencement of training (first scheduled class). Information on class start dates is available from your Department.

Terms for approved credit applications:

Strictly 30 days from date of invoice

Terms for unapproved credit applications:

Payment in full prior to the commencement of training.

How much you will pay

The fees that are payable for the complete course are detailed in the Statement of Fees emailed to the student prior to enrolment. Fees are charged per enrolment period.

Concession rate (VET courses only):

If the student is a holder of a valid Centrelink Health Care Card, Pension Card or Veterans Gold Card, they may be eligible for a concession on tuition fees. In order to receive the concession a valid card must be presented at enrolment or prior to commencing the study period. Where a valid concession card has not been presented, fees will be invoiced at the normal rate. The tuition fee concession rate is 20% of the tuition fee payable by non-concession students in a government subsidised place for your program.

Aboriginal and Torres Strait Islander Students

From 1/1/2024 Aboriginal and Torres Strait Islander students in a government subsidised place are eligible for a fee waiver on tuition fees for VET programs.

Refunds:

Employers must contact William Angliss Institute in writing as soon as you are aware of a cancellation requirement such as termination of employment or employee illness/ personal circumstances. Please include details of any payments made and invoices received in order to apply for a credit adjustment or refund of monies paid. A refund will only be considered if a student or employer has registered the cancellation/ withdrawn from the course or units within 4 weeks of the commencement of the course. No refund or credit will be given for cancellations/ withdrawals made after this 4 week period.

Variations in Payment for student:

Requests for variation to payment of fees for student need to be put in writing to William Angliss Institute by post or email.

Communication to William Angliss Institute:

Any communication needs to be put in writing to William Angliss Institute by post or email. Address: Information Centre, 555 La Trobe Street, Melbourne, Vic 3000 or email info@angliss.edu.au

Please retain a copy of the form.

Go to www.angliss.edu.au for more information.