

# THIRD PARTY PAYMENT OF STUDENT FEES PROCEDURES 2014

**Issued by:** Deputy Vice-Chancellor (Registrar)

**Date:** 9 July 2014

**Amended:** 31 May 2017 (commencing 1 June 2017) (administrative amendments only)

**Signature:**

**Name:** Professor Tyrone Carlin

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## 1 Purpose and application

- (1) These procedures are to give effect to the *Third Party Payment of Student Fees Policy 2014* ("the **policy**").
- (2) These procedures apply to University staff, students and affiliates.
- (3) These procedures do not apply to:
  - (a) the administration of memoranda of understanding entered into as part of the University's membership of the Group of Eight (Go8) Universities; or
  - (b) scholarships or prizes administered by the Scholarships Office.

## 2 Commencement

These procedures commence on 7 July 2014.

## 3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

**Note:** See clause 6 of the policy.

**census date** means the date on which a student's enrolment in a unit of study becomes final.

<b>financial guarantee</b>	means a guarantee provided to the University by a third party in relation to payment of a student's fees and expenses, consistent with the requirements of clause 8 of the policy.
<b>funding agreement</b>	means an agreement between the University and a third party by which the third party agrees to pay all or part of a student's fees and expenses, consistent with the requirements of clause 8 of the policy.

#### **4 Documenting third party arrangements**

- (1) Applicants who propose to be subject to third party payment arrangements must provide to the Office of the Deputy Vice-Chancellor (Registrar) :
  - (a) the name and relevant contact details for the proposed third party; and
  - (b) the terms of the proposed arrangement.
- (2) If an applicant wishes to amend an application for admission subject to a third party payment arrangement the applicant must provide the Office of the Deputy Vice-Chancellor (Registrar) with evidence that the proposed third party has approved the amendment.
- (3) The Office of the Deputy Vice-Chancellor (Registrar) will then check that the amendment is consistent with the terms of the arrangement and inform the applicant if it is not.
- (4) All proposed funding agreements or financial guarantees must be provided to the Office of the Deputy Vice-Chancellor (Registrar) for approval no later than the time of acceptance of offer of Admission.
- (5) The Office of the Deputy Vice-Chancellor (Registrar) will consider each proposed funding agreement or financial guarantee and determine whether or not to recommend that it be executed by the relevant delegate no later than the proposed commencement date.
- (6) The Deputy Vice-Chancellor (Registrar) will forward the document, and his or her written recommendation, to the relevant delegate, no later than one calendar month prior to its commencement date.
- (7) The relevant delegate will return executed original documents to the Office of the Deputy Vice-Chancellor (Registrar), who will be responsible for properly recording them and providing copies to the third party.
- (8) Variations to established funding agreements or financial guarantees must be documented and processed as provided in this clause, in the same manner as new funding agreements or financial guarantees.

#### **5 Recording third party arrangements in database**

- (1) The Office of the Deputy Vice-Chancellor (Registrar) is responsible for recording details of any third party agreement or financial guarantee in the University's student administration database.
- (2) No such entry may be made until the University has received a properly executed third party agreement or financial guarantee document has been received.

## 6 Invoicing and payment

- (1) The Office of the Deputy Vice-Chancellor (Registrar) is responsible for issuing invoices to third parties in accordance with the terms of the relevant agreement.
- (2) Invoices issued to third parties will specify:
  - (a) the amount payable;
  - (b) the type(s) of fee(s) on account of which the amount is owed;
  - (c) the due date for payment;
  - (d) the methods by which payment may be made.
- (3) The Office of the Deputy Vice-Chancellor (Registrar) is responsible for managing the issuing of invoices and receipt of payments and will ensure that:
  - (a) both electronic and hard copy invoices are issued to third parties as soon as possible after the census date in each semester;
  - (b) all invoices request the third party to notify the Office of the Deputy Vice-Chancellor (Registrar) when any payment is made; and
  - (c) reminders are sent to any third party who has not submitted payment by the due date.

**Note:** The *Student Debtor Sanctions Policy* applies if payments are not received by due dates.
- (4) Where the third party has agreed to pay some, but not all, of a student's fees and expenses, the student will be liable for the remainder and will be invoiced through the University's student management system.

## 7 Changes to programs of study

- (1) Where a student subject to a third party arrangement changes their program of study, they must provide the Office of the Deputy Vice-Chancellor (Registrar) with evidence that the third party has approved the change.
- (2) The notification must be provided:
  - (a) in writing (for example, through a copy of an email or letter); and
  - (b) before the student commences studies in the new program of study.

## NOTES

### Third Party Payment of Student Fees Procedures 2014

Date adopted: 9 July 2014

Date registered:

Date commenced: 7 July 2014

Date amended: 31 May 2017 (commencing 1 June 2017) (administrative amendments only)

Administrator: Chief Financial Officer

Review date: 7 July 2019

Related documents:

University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016

Privacy Policy

Student Debtor Sanctions Policy 2014

Third Party Payment of Student Fees Policy 2014

University Recordkeeping Policy

Privacy Management Plan

Recordkeeping Manual

Student Debtor Sanctions Procedures 2014

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## AMENDMENT HISTORY

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
Related documents	Updating reference to University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016	1 June 2017