

# Sponsor Invoice Authorisation & Request Form



## Authorisation for GOTAFE to invoice sponsor enrolment

To be completed by the Employer/Agency for payment of student/s fees as per the details below:

**Do you currently have an account with GOTAFE**      Yes      No

## Company Details

Applicant Name			
Trading Name			
Postal Address			
Registered Address			
Phone			
Accounts Contact			
Accounts Email			
Business Type (Please tick)	Sole Trader Partnership	Company Education Institution	Government Organisation Club/Association
ACN Number		Date of Incorporation	
ABN Number		GST Registered	Yes      No

## Student Details

**Multiple Students** (Attach List)

**Single Student** (Complete Details Below)

**Student Name & ID:** \_\_\_\_\_  
**Course Name & Code:** \_\_\_\_\_ **Enrolment Year:** \_\_\_\_\_

Tuition Fees	Material Fees	Service Fee	Total Fees

## Authority Duration Please complete 1 of the 3 options below

**To the value of \$** \_\_\_\_\_ **The course duration** \_\_\_\_\_ **Term of the contract\*** \_\_\_\_\_

\* This Authority acts as an ongoing request for services and will apply to students that are officially registered to the Employer/Agency.

- By the Sponsor electing to pay for the student/s fees, the Sponsor assumes liability until the authorization end date entered above or until written instructions to cease are provided to GOTAFE
- If a student leaves their employment the employer will be responsible for the fees up to the date of termination of employment. Outstanding fees and charges after this date are the responsibility of the student.
- If the student leaves employment the employer must notify GOTAFE of termination date.
- GOTAFE reserves the right to refuse a Sponsor request form should there be history of late payment to GOTAFE.
- These fees do not include any invoicing of bookshop purchases. Please contact the bookshop directly on 03 5833 2501 or email [gotafebookshop@gotafe.vic.edu.au](mailto:gotafebookshop@gotafe.vic.edu.au) if required.

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- GOTAFE terms of payment are strictly 14 days from invoice. Where invoices remain outstanding 60 days from invoice, the debt may be referred to our collection agency. The applicant may be required to pay for GOTAFE's reasonable costs and disbursements in pursuing any debt recovery action.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ (Company approval)  
**Name:** \_\_\_\_\_ **Position/Title:** \_\_\_\_\_  
**Invoice Request:**    Posted    Emailed    **Attention of:** \_\_\_\_\_

## PRIVACY COLLECTION NOTICE

Goulburn Ovens Institute of Technical and Further Education (GOTAFE) (ABN 33 549 081 413) is collecting your personal information for the purpose set out above. If you don't provide your personal information, we may not be able to process this request. We use, disclose and handle your personal information in accordance with our Privacy Policy, and will only collect personal information that is relevant to, and necessary for, this request. We will not disclose your personal information to a third party for any reason other than for the primary purpose that it was collected, unless for a lawful secondary purpose. GOTAFE's Privacy Officer may be contacted for any enquiries or advice on privacy matters or to seek access to and correct personal information. Contact details are contained in the Privacy Policy

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