

## GENERAL INFORMATION

By agreeing to be the Authority to be invoiced you will be the sponsor of the student. Please note: It is important that you read the notes on the reverse side of this form.

### SECTION A: STUDENT DETAILS

Student ID	<input type="text"/>	Date of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Title	<input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> MRS <input type="checkbox"/> MR <input type="checkbox"/> DR	Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Family Name	<input type="text"/>	Given Name(s)	<input type="text"/>
Are you an international student? <input type="checkbox"/> Yes <input type="checkbox"/> No			

### SECTION B: BUSINESS DETAILS

Company Name	<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"/>
Fax	<input type="text"/>	Course Start Date:	<input type="text"/>
Email	<input type="text"/>		

### SECTIONS C: PAYMENT OPTIONS

Payment Option ☐ Employer to be invoiced ☐ Credit Card (Please fill Credit Card Authorization Form)

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 Amenities	\$ <input type="text"/>	Or	<input type="text"/> %
Material Fees	\$ <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 Employer	<input type="text"/>	Date	<input type="text"/>
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#### Office use only (To be completed by SMO & IC Staff)

<input type="checkbox"/> Processed on SMS	<input type="text"/>
<input type="checkbox"/> Uploaded to SMS	<input type="text"/>

Copy of any documentation must be retained with this form

IC Date Stamp and Comments

**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.

Please note:

- Please ensure you retain a copy of your form when you apply.
- Submission of this form

Go to [www.angliss.edu.au](http://www.angliss.edu.au) for more information.

**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.

**Concession rate:**

If the student is a holder of a valid Centrelink Health Care Card, Pension Card or Veterans Gold Card, he/she may be eligible for a concession on fees. In order to receive the concession a valid card must be presented before or on the day of the enrolment. In circumstances where a valid concession card is not presented fees will be invoiced at the normal rate.

**How much you will pay – vocational education tuition fee concession**

If your vocational education fee concession application is successful, you will be charged a concession rate equivalent to 20% of the tuition fee payable by non-concession students in a vocational education government subsidised place for your program.

**Aboriginal and Torres Strait Islander students**

Aboriginal and Torres Strait Islander students in a government subsidised place will continue to be eligible to access concession at all program levels (including diploma, advanced diploma, vocational graduate certificate and vocational graduate diploma programs).

Documentation required to support your application: if you have a valid Commonwealth Health Care, Pensioner or Veteran's Gold card, the original or a certified copy of the relevant cards must be provided. If you do not have one of these cards, or your card is not valid, please select concession category AT – Aboriginal/ Torres Strait Islander without concession card on page 1 of this form.

**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 5 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](mailto:info@angliss.edu.au)