

## 1. INFORMATION

Please read the [Tuition Fee – Internal Sponsorship & Exemption Procedure](#) and the [Information Sheet for Tuition Fee – Internal Sponsorship & Exemption](#) prior to completing this application.

CHECK THE BOX BESIDE THE CLAUSE FROM THE TUITION FEE POLICY THAT APPLIES TO THIS APPLICATION:

☐ **Clause 2.1** – International Higher Degree Research (HDR) students who win competitive stipend scholarships (other than JCUPRS) awarded on merit and who scores above the designated cut-off on the JCU Order of Merit List.

Research students who are awarded a competitive stipend scholarship may be awarded a tuition fee exemption provided that they meet the eligibility conditions:

- score above the cut-off designated by the Research Education Sub-Committee, on the JCU Order of Merit list; and
- be the recipient of competitive stipend scholarships (other than JCUPRS) that meets the requirements set by the Research Education Sub-Committee.

☐ **Clause 3.2** – Approved agreements for groups of students, established for strategic reasons.

JCU may offer internal sponsorship of tuition fees to groups of students for strategic reasons, through either Strategic International sponsorships as a Recruitment Strategy or an agreement authorised by the Vice-Chancellor. All students who meet the requirements of the approved agreements will receive internal sponsorship of tuition fee specified by the agreement.

☐ **Clause 3.3.1** – Individual students – strategic reasons.

JCU may offer internal sponsorship of tuition fees to an individual coursework or research student who is particularly relevant in realising JCU's strategic objectives. Any application for internal sponsorship of tuition fees for strategic reasons must include documentary evidence to support the application.

☐ **Clause 3.3.2** – Individual students – International Higher Degree Research (HDR) Students exceeding their candidature period beyond the limits defined in Section 2.3 of the Tuition Fee – Internal Sponsorship & Exemption Policy

Exemption of tuition fees will be considered for extra candidature time for HDR students within the normal limits of:

- six months beyond the normal candidature period of two years for Masters by research students, and
- the fourth year of enrolment for PhD students
- An internal sponsorship of tuition fees may be considered for extra candidature time beyond these limits.

International HDR students must have paid all agreed tuition fees for their normal candidature period (two years for Masters by research and three years for PhD, unless a four-year PhD degree was negotiated up-front) in order to be considered for an internal sponsorship of tuition fees for extra candidature time.

For students seeking an internal sponsorship of tuition fees for additional candidature time beyond the above normal limits, the College must attach a report to the application for internal sponsorship, as follows:

- issues relating to the College's management of the student's supervision. The College must submit a report on the findings of an internal review of the situation and a plan to overcome the problems.
- a University problem eg. a power failure. The College must submit a report outlining the problem and the impact it had on the student's ability to complete within the normal candidature period.

☐ **Clause 3.3.3** – Individual students – exceptional circumstances

Where the Tuition Fee – Internal Sponsorship & Exemption Policy does not adequately encompass a particular circumstance, the University may consider an individual's case. Exceptional circumstances will generally relate to compassionate circumstances or University error. Any application for internal sponsorship of tuition fees under exceptional circumstances must include documentary evidence of the exceptional circumstances.

Authority for approval of internal sponsorship of tuition fees due to University error rests with the Director, Student Services up to a limit of \$2,000 per student. Authority above this limit rests with the Deputy Vice-Chancellor, Academic. Refer to the [Tuition Fee – Internal Sponsorship & Exemptions Procedure](#) for further details.

### Funding

Fees are raised in the Student Management System for all students.

### Fee Exemptions

The associated EFTSL are not included in the distribution to faculties. The cost drivers are removed for calculating Divisional allocations, as there is no income received for a Fee Exemption.

### Internal Sponsorships:

The amount of the fee sponsorship is deducted from the distribution to faculties.

Policy clause	Complete sections	Delegation level
2.1	1, 2, 3	5A/5P (DEAN GRS)
3.2 (Strategic International sponsorships as a recruitment strategy)	1, 2, 3	9 (by memo or signature)
3.2 (All other agreements or groups of students)	1, 2, 3	9 (+ SFAC minutes)
3.3.1*	1, 2, 3	6
3.3.2	1, 2, 3	5A or 5P
3.3.3	1, 2, 3	5A or 5P
*if HDR student, the Dean of the Graduate Research School must provide the approval for Delegation Level 5.		

**APPLICATION DETAILS**

JCU Student Number (8 digits):

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Campus: ☐ TSV ☐ CNS ☐ BNE ☐ SIN ☐ Other\_\_\_\_\_☐ Domestic ☐ InternationalTitle: ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other:\_\_\_\_\_

Family Name:

Given name/s:

Phone number:

Email address:

College: ☐ College of Arts, Society and Education ☐ College of Business, Law and Governance ☐ College of Healthcare Services  
☐ College of Medicine and Dentistry ☐ College of Public Health, Medical and Veterinary Sciences ☐ College of Science and Engineering

Name of Course:

Course Code:

If not a current JCU student - has the student received an offer? ☐ Yes ☐ No**SPONSORSHIP DETAILS**

Sponsorship period (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_ until (and including) \_\_\_\_/\_\_\_\_/\_\_\_\_

Total value of sponsorship: ☐ \$ \_\_\_\_\_ or ☐ 100%

Reason for sponsorship: (if insufficient space, please attach additional page)

Staff member initiating application (print name and position):

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

**DIRECTOR/COLLEGE DEAN APPROVAL****5A/5P**☐ Endorsed ☐ Not endorsed

Comments:

Print Name \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

**DIVISIONAL DVC APPROVAL****6**☐ Endorsed ☐ Not endorsed

Comments:

Print Name \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

**DEAN, GRADUATE RESEARCH APPROVAL (ONLY REQUIRED IF HIGHER DEGREE BY RESEARCH CANDIDATE)****GRS**☐ Endorsed    ☐ Not endorsed

Comments:

Print Name \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

**VICE CHANCELLOR APPROVAL****9**☐ Endorsed    ☐ Not endorsed

Comments:

Professor Simon Biggs Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

*Please forward this application and associated supporting documentation to [studentfinance@jcu.edu.au](mailto:studentfinance@jcu.edu.au).*