



Fees Office,
Division of Registrar and Student Services, ANU
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Internal Sponsorships

In order for the Student Fees Office to setup an internal sponsorship (or scholarship) we must receive a memo signed by the prescribed delegate, that includes the following information:

- **Student Details**

Student Name and ID Number.

- **Length or Amount of Sponsorship/Scholarship**

The Sponsorship/Scholarship can be setup for a specific period, specific Academic Program, Semester or course. The Sponsorship/Scholarship can also be limited to a specific amount.

- **Charge Code**

Please advise the charge code for the account the fees are to be charged to. When the sponsorship has been setup and the student has tuition fees raised, the tuition fees payment will be automatically taken from this account.

**** If there is information missing from the memo it may delay the setting up the sponsorship and may cause students to receive an invoice for these fees. ****

When the Fees Office has received the signed memo we will endeavour to setup the sponsorship as soon as possible.

If you have any questions please feel free to contact the Sponsorship Officer by email sponsorship.officer@anu.edu.au or by phone on x50164 or x58126.

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