

FINANCIAL GUARANTEE CHECKLIST

THE FINANCIAL GUARANTEE LETTER FROM YOUR SPONSOR MUST BE ON THEIR OFFICIAL LETTERHEAD AND SIGNED BY AN AUTHORISED REPRESENTATIVE FROM THE ORGANISATION.

YOUR LETTER ALSO NEEDS TO INCLUDE:

The name of your sponsor organisation

Your full name

The name of the study program/s you're sponsored to undertake

Advice regarding the level of tuition fees that are covered by the sponsorship

Our preference is a reference to 'Full tuition fee coverage for the period of sponsorship', rather than reference to a fixed dollar sponsorship amount

If your sponsorship is capped at an annual dollar amount this must be expressed in A\$ and the letter must state whether the student or sponsor is responsible for managing any difference between this amount and your tuition fees

A statement that La Trobe University is the institution where the sponsored study will be undertaken

A statement discussing your OSHC requirements, such as if you'll need single cover or family cover, and whether the sponsor organisation or La Trobe will organise your cover

Invoicing contact details for your sponsor (name, position title, email, telephone, mailing address)

Academic reporting contact details for your sponsor (name, position title, email, telephone, mailing address)

A dated signature and printed name of the authorising individual from the sponsor organisation.



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