

Authority to Invoice (ATI) form



Notification for third party payment of enrolment fees – Authority to invoice confirmation

By agreeing to be the Authority to be invoiced, you will be the sponsor of the student.
Please read the refund conditions before signing the form.

Please complete all fields in this form in **BLOCK LETTERS**

Box Hill Student ID No. (if known)	<input type="text"/>
Student Name	<input type="text"/>
Course Name	<input type="text"/>

Please select payment option for the abovenamed student:

Fees	Enrolment Year <input type="text" value="yyyy"/> (form will not be accepted unless Enrolment Year has been indicated)
<input type="checkbox"/>	Invoice for all enrolment fees for study in enrolment year above
or	
<input type="checkbox"/>	Invoice for following amount: \$ <input type="text"/> (remainder to be covered by student)

Third Party / Company Name	<input type="text"/>		
Address	<input type="text"/>		
Number & street	<input type="text"/>		
Suburb/Town	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>
		Work	<input type="text"/>
Email (to send invoice)	<input type="text"/>		
Website	<input type="text"/>		
ABN	<input type="text"/>	Purchase Order Number (if required to be quoted on invoice)	<input type="text"/>

Refund Conditions - Please read prior to signing

Please be advised that refund rules apply irrespective of the payee identity or method of payment for a student's enrolment. Full refund rules should be viewed at www.boxhill.edu.au. To be considered for a fee refund, a student must formally withdraw via submission of a Course Exit or Unit Withdrawal form. If a student simply stops attending classes without formally withdrawing from their course or unit/s irrespective of withdrawal timing, no refund applies.

Refund Information

Senior Secondary and Certificate I-IV level courses (domestic students):

Tuition Fee - Must formally withdraw no later than 4 weeks after the course start date, in the calendar year.

Amenity Fee - Must formally withdraw no later than 4 weeks after the course start date, in the calendar year.

Diploma/Advanced Diploma and Degree level courses (domestic students):

Tuition Fee - Must formally withdraw on or prior to the unit/subject census date for the semester in which they are enrolled, to be entitled to any fee refund.

Amenity Fee - Must formally withdraw prior to the student's earliest unit census date in the calendar year.

All Students:

Materials Fees - At the discretion of the Teaching Faculty. (Refund dependent upon time lapsed and materials already purchased/supplied/utilised at time of formal withdrawal).

International Students:

Tuition Fee - This is detailed in the International Student Refund Policy. Please contact the International Student Office at Elgar Campus Building 6. Phone: 1300 269 44 or email: international@boxhill.edu.au

Short Courses:

Short Course Fee - Must formally withdraw no later than 4 working days prior to the scheduled course start date to be entitled to a refund. A \$55 withdrawal fee applies.

Employer Declaration: I declare that I am authorised to approve this transaction on behalf of the organisation above and accept responsibility for payment of fees (as per selected option) for the abovenamed student. I understand that failure to pay may result in suspension of the abovenamed student's attendance, withdrawal, sanctions on results, certificates, and may impact future enrolments.

Authorising Person Full Name	<input type="text"/>
Authorising Person Position	<input type="text"/>
Authorising Person Email	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text" value="dd/mm/yyyy"/>

Please return the completed Authority to Invoice form to Box Hill Institute via one of the following:

For NEW Students
(Commencing at Box Hill Institute)

Email: admissions@boxhill.edu.au
Post: Student Admissions
Box Hill Institute
Private Bag 2014
Box Hill 3128

For CURRENT Students
(Continuing / Re-enrolling students)

Return to the respective teaching faculty administrator, as per re-enrolment correspondence. If unsure please
Email to: customer.care@boxhill.edu.au
Post: Customer Care
Box Hill Institute
Private Bag 2014
Box Hill 3128

For CAE Short Courses

Email: customer.care@boxhill.edu.au
Post: Customer Care
Centre for Adult Education
Level 2, 253 Flinders Lane
Melbourne 3000