

# THIRD PARTY REQUEST FOR TAX INVOICE



This form should be completed by both the learner and employer where a learner's employer or other service provider agrees to be invoiced, for the applicable students TAFE NSW fee and other course related charges.

## INSTRUCTIONS FOR THE LEARNER

Please complete "Part A" of this form and sign where indicated after reading the information explaining your responsibilities with relation to the enrolment.

### PART A LEARNER DETAILS

Family Name:  First Name:

Date of Birth:	Unique Student Identifier:	Campus:	National Course Code:
<input type="text"/>	<input type="text"/>	Please select	<input type="text"/>

Course Name:

Course Fee:	Course Related Charge:	Student Association Fee:	Total Amount:
<input type="text"/>	<input type="text"/>	<input type="text"/>	0

I, the above mentioned Learner understand that my employer/service provider has agreed to pay fees and charges related to my enrolment at TAFE NSW.

Learner Signature: ..... Date: .....

## INSTRUCTIONS FOR THE EMPLOYER/SERVICE PROVIDER

To ensure the receipt of the Tax Invoice for the learner(s) employed/managed by your organisation, please complete "Part B" of this form. Please scan and return the form directly to [nsi.newapprenticeships@tafensw.edu.au](mailto:nsi.newapprenticeships@tafensw.edu.au) or instruct the learner to return the completed form to the Campus where they are enrolling. **Employers are requested not to pay on the student fee notification invoice.**

### PART B EMPLOYER/SERVICE PROVIDER DETAILS

Please provide a Tax Invoice for the learner listed above or a Tax Invoice for the attached listing of multiple learners.

**NOTE:** Please ensure "Part A" Learner Details and signature is completed for each of the listed learners.

For multiple learners, would you prefer: Individual Tax Invoices for each learner?   
**OR**  
 One Tax Invoice with the total fees for all the listed learners?

Organisation Name:  ABN Number:

Address:	Suburb:	State:	Post Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation Contact:	Contact Number:	Fax Number:	Claim/Order Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I (print name) of (organisation) undertake to pay the charges below (please tick the relevant boxes), upon receipt of a Tax Invoice from the Northern Sydney Institute Part of TAFE NSW:

Course Fee: <input type="checkbox"/>	Course Related Charge: <input type="checkbox"/>	Student Association Fee: <input type="checkbox"/>	Total Invoice Amount:
<input type="text"/>	<input type="text"/>	<input type="text"/>	0

Employer/Service Provider Signature: ..... Date: .....

**Privacy Notice:** Information submitted on the Third Party Payment Request for Tax Invoice form as shown above is collected and held by the Northern Sydney Institute (RTO Provider Code 90011), part of TAFE NSW for the purposes of general student administration and related purposes such as processing fee payments. The Learner's personal information (as defined by the *Privacy and Personal Information Protection Act 1998*) will only be used for the purposes of Course enrolment, learning and study records, management of the relationship with the Learner and to comply with any legal obligations and other purposes as disclosed in the Learner's enrolment papers relating to the Course.

The information may be disclosed to Centrelink, the Department of Veteran's Affairs, the Department of Immigration and Border Protection, Australian Apprenticeships Centres, Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research (NCVER) and/or any agency authorised to undertake surveys.

The provision of this information is not required by law but is necessary to process payment of student fees, relating to both enrolment and re-enrolment of the learner specified above. Failure to provide this information may prevent the Northern Sydney Institute from processing the learner's enrolment. Information provided will be held securely and disposed of securely when no longer needed.