

# SPONSORED STUDENT FORM

## FOR TUITION, EXAMINATION & REGISTRATION FEES

**THIS IS TO CERTIFY THAT:**

**Name and Address of firm/company to be invoiced**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Tel No: \_\_\_\_\_

**WILL BE RESPONSIBLE FOR THE PAYMENT OF FEES FOR:**

Name of Student: \_\_\_\_\_

Course Code: \_\_\_\_\_

Course Title: \_\_\_\_\_

A form for each student **MUST** be signed by a member of the firm who has the authority to agree expenditure, and should have the firm's official stamp. Sponsorship will refer to the whole duration of the qualification. No student will be enrolled or registered for an examination before paying the appropriate fee or producing this signed certificate.

If the sponsoring company or the student makes the decision to withdraw from the course, payment is still required in full. If the student leaves the employment of the sponsoring company, that company will remain liable for payment of all fees due to the College including any third party costs incurred by the College on behalf of that student.

**I understand that additional charges may be incurred if outstanding balances are not settled and a debt collection agency becomes involved. In these cases, fees will be subject to an interest charge. Failure to provide accurate information on this form could lead to a revised charge being made.**

**The Data Protection Act 2018**

I understand that the information that I have given on this form, can be used for any matter related to the programme of study, to comply with the requirements set out by government agencies, and the analysis of statistics.

I understand that the information I have supplied will be used only for the purpose set out in the statement above, and in accordance with the College registration for Data Protection made under the Data Protection Act 2018.

I am happy for the information given in this form to be used for marketing purposes

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

**OFFICIAL STAMP**

**Purchase Order Number** (if required by your company for invoicing):  
\_\_\_\_\_