

Tuition Fees Sponsorship Agreement Form

Form to be completed by an employer/sponsor who accepts responsibility for full or part payment of tuition fee.

PLEASE COMPLETE IN BLOCK CAPITALS & ENSURE ALL DETAILS ARE COMPLETED

This form must be submitted prior to enrolment for the course.

Please note a new form is required for each year of study. Please take a copy of this form for your records.

STUDENT DETAILS				
SURNAME		FORENAMES		
STUDENT ID		CONTACT NUMBER		
EMAIL				
COURSE DETAILS				
COURSE TITLE				
YEAR OF COURSE	1	2	3	4
MODE OF ATTENDANCE	FULL TIME		PART TIME	
SPONSOR DETAILS FOR INVOICING				
NAME OF EMPLOYER / SPONSOR				
ACCOUNTS PAYABLE ADDRESS				
ACCOUNTS PAYABLE EMAIL				
ACCOUNTS PAYABLE CONTACT NUMBER				
FOR NHS TRUST ONLY	INVOICE REQUIRED	WORKFORCE DEVELOPMENT CONTRACT	SPEND	
PLEASE NOTE: A valid Purchase Order or Contract number MUST be provided below where required. The student's could be interrupted if our invoice is returned as unpaid.				
PURCHASE ORDER / CONTRACT NUMBER				
SPONSOR CONTRIBUTION TO TUITION FEES FOR ACADEMIC YEAR (CHOOSE ONE OPTION ONLY)				
PERCENTAGE OF FEE	%	OR PAYMENT AMOUNT OF		

TERMS OF SPONSORSHIP

In consideration of your providing tuition to the above named student, I/We accept responsibility for payment of the Tuition Fee set out above and agree to pay the said fee in full upon receipt of invoice, unless otherwise agreed. Failure to pay in accordance with these terms may result in the cancellation of the sponsor's invoice and re-invoice to the student. In the event of the employer being a limited company, I confirm that I am authorised by my employers to enter into this contract.

This document, once approved below, confirms your contractual obligation to pay fees for the above named student for the period stated. It is therefore recommended that you form your own agreement with the student to cover his/her obligation to yourselves, should he/she withdraw from the programme or leave your employment. Before completing this agreement, you should also be aware of the University's General Regulations regarding payment of fees. This is available on our website www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations

Payments should be made in pounds sterling (£). BACS payments should reference a Sponsor Code and specify that the University is to receive the sterling amount in full (i.e. excluding charges). The University reserves the right to reject a Sponsorship Agreement Form. The University may conduct credit checks in full upon the sponsor.

APPROVED ON BEHALF OF THE EMPLOYER BY:			
FULL NAME		CONTACT NUMBER	
POSITION		EMAIL ADDRESS	
DATE			