

## **Sponsorship Form – SP1**

### **Request to Invoice Third Party for Fees**

Please complete this form and [email](#) it to [sponfee@soton.ac.uk](mailto:sponfee@soton.ac.uk) by the 30<sup>th</sup> September. A new form should be completed for each academic year unless otherwise indicated on this form.

You do not need to complete and return this form if an official sponsorship letter has already been emailed to [sponfee@soton.ac.uk](mailto:sponfee@soton.ac.uk) providing the letter states all the requested information.

Third parties completing this form accept full liability and responsibility for the payment of the fees as indicated.

It confirms your contractual obligation to pay fees for the named student for the period stated. It is recommended you form your own agreement with the student to cover their obligation to yourselves should they withdraw from the course or leave your employment. Prior to signing this document, please be aware of the University’s ‘Detailed Information About Paying Your Fees’ Policy concerning fees charged. This can be viewed at [pay my fees](#).

**Declaration:** In consideration of the University of Southampton providing Tuition and/or Halls of Residence to the student named on this form, I accept full liability and responsibility for payment of the Tuition Fees and/or Halls of Residence Fees and agree to pay in full within 30 days of invoice date. In the event of an Employer being a Limited Company, I confirm that I am authorised by my Employers to enter into this contract.

### **Signature of Employer/Authorised Signatory**

.....

Full Name of Signatory.....

Telephone No:.....

E-mail Address:.....

Date:.....

Official Stamp of Sponsor/Company

**SP1 – Sponsorship Details Form****Student Information**

First name	Last name	Student ID Number	Year of Study

**Third Party Payer Information**

Sponsor Name	
Sponsor Address	
Billing Address (if different from above)	
Billing Contact Name	
Billing Contact Telephone Number	
Billing Contact E-mail Address	
Purchase Order No. / Reference	

**Financial Information**

Fees to be Invoiced	Length of sponsorship e.g 1 year / full length of course	Amount to be invoiced (either amount or percentage)	
Tuition		£	%
Halls of Residence		£	%

Please email this completed form to [sponfee@soton.ac.uk](mailto:sponfee@soton.ac.uk).