

Corporate tuition fee sponsorship form v2

Responsibilities & liabilities of a sponsor

- By completing this form Employers/Companies accept responsibility for, and guarantee the payment of the students FULL TUITION FEES* within 30 days of invoice date, for the full duration of their academic session.
- Non-payment of the fees by the sponsor will result in the liability of the fees being returned back to the student. In addition, this will affect any future applications for sponsorship from the Employer/Company.
- **Please Note: If this form is not completed in FULL it will be rejected and destroyed & the student will remain liable for the tuition fees.**
- The fully completed corporate tuition fee sponsorship form and (if applicable) the completed corporate new account application form should be returned together and sent electronically to sponsorforms@solent.ac.uk prior to enrolment. Students will not be able to enrol until this form is received. Please note that the form can only be hand signed or signed using a PDF digital signature.
- A separate form will need to be completed for each academic year of sponsorship.
- Please visit the link below prior to completing this form for details regarding the University's sponsorship debtor policy <http://portal.solent.ac.uk/documents/finance/income/debt-management-policy.pdf>
- **If a purchase order number is required by your company in order to facilitate payment and is not provided below, the invoice will be cancelled immediately and the liability for the tuition fees will return back to the student.**
- If you do not have a trade credit account with Solent University, you will need to complete the attached Corporate New Account Application Form and return it along with the completed sponsor form. Until both forms are received liability for tuition fees will remain with the student.
- If you have any queries regarding completing the sponsorship form or the sponsorship process please contact the Income Team on 02382 013970.

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Student Details	
Students full name:	
Students D.O.B:	Student number: Q
Full course title:	Start date of relating academic session:

Company Details	
Company name:	
Company registration number:	
Invoice address:	
Post code:	Purchase order number:
Accounts payable email:	
Account payable telephone number:	
Company website address:	

Authorisation	
The above named company agrees to pay the following (delete as appropriate):	
*Full tuition fees including any professional fees and repeat units	
*Partial tuition fees totalling (please specify amount)	£
Print name:	Position in Company:
Telephone number:	
Email address:	
Signed:	(Authorised signatory – NOT the student)
Date:	

Solent University will use the information you have provided for administrative and promotional purposes, including direct marketing. The information you have provided will be held, processed and destroyed by the University in compliance with the Data Protection Act 1998 and the University's Data Protection.

FOR INTERNAL USE ONLY

Student account queried		Student account noted in Quercus		Override Code entered into Quercus?	Y/N
Sponsor account no.:		Sponsor account have 30 day terms?	Y/N	Sponsor account on stop	Y/N
Invoice/Pro-forma amount: £		HESA entered			

Corporate account application form ^{v3}

Please read the following guidelines carefully:

- Please ensure that the application form is fully completed digitally (not hand written) as incomplete or incorrect forms will be rejected.
- Please ensure that the application is hand signed or signed using a PDF signature.
- Please ensure that you have ticked the box relating to the payment terms you are applying for. By ticking immediate payment terms you are agreeing to pay for goods or services before they are provided.
- Please ensure that a telephone land line number is provided as we cannot process applications quoting only mobile telephone numbers.
- VAT numbers must be provided (if VAT registered) by both overseas and UK based companies.
- Please ensure that if your company is based in the UK that the registered office address quoted on your application form matches that held by companies house, as incorrect information provided on the application form will result in the application being delayed or rejected.
- If your company is not in the EU, please provide a copy of your company letter head with your completed application.
- If you have any queries regarding the completion of this application form, please contact the Income Team on 02382 013970 or email credit.control@solent.ac.uk.
- Credit granted will be available for trade with Solent University and Solent University Ltd. Head office address: East Park Terrace, Southampton, Hampshire, SO14 0YN.

