

**Please take a copy of this  
form for your records**

For Academic Registry use only:

Student ID:

Sponsor code:

Initials:

Date input:

# Tuition and Bench Fee Sponsorship Agreement Form

**Form to be completed by an employer/sponsor who accepts responsibility for full or part payment of a student's tuition fee and bench fee (where applicable)**

This form must be provided (fully completed & signed) prior to or on the course start date, otherwise the fee must be paid by the student. Please be aware that a separate form should be completed for each period of registration. **Please take a copy of this form for your records.**

## STUDENT DETAILS

Surname (Family name):

Forename(s):

## COURSE DETAILS

Course Title:

Year of course:                      0                      1                      2                      3                      4

Mode of attendance:                      Full time                      Part time

Annual/Academic Period, this sponsorship agreement covers:

Start Date:

Finish Date:

## SPONSOR DETAILS

Name of Employer/Sponsor:

Accounts Payable (Generic) Email address for invoice to be forwarded:  
*(Where possible we will email invoices directly to your Finance Department)*

Address for invoice to be forwarded if not emailed:

Postcode:

Company Registration Number:

**\* You MUST provide either a Purchase Order Number, or Reference Number. If you do not have a PO/Reference No., then please enter the signatory's full name, as we will use this as a reference, so your Finance Department will be able to match up the invoice on receipt. The student's progress could be interrupted/facilities withdrawn if our invoice is returned unpaid and the PO number has not been quoted on this form.**

Purchase Order / Reference Number to be quoted \*:

**TUITION FEES:** Employer/Sponsor contribution to the tuition fees payable for the current academic year:-

100%    OR    Partial payment of (£)

**BENCH FEES:** Employer/Sponsor contribution to the bench fees payable for the current academic year:-

100%    OR    Partial payment of (£)

**In consideration of your providing tuition to the above named student, I/we accept responsibility for payment of the tuition and/or bench fee set out above and agree to pay the said fee in full within 30 days of invoice date. Failure to pay the tuition and/or bench fee as requested will 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 employer to enter into this contract.**

This document, once signed, confirms your contractual obligation to pay the fee 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 signing this document, you should also be aware of the University's Tuition Fee Policy concerning the fee charged. This is available by searching ['Where can I find tuition fee policies and procedures?'](#) at [www.myport.ac.uk](http://www.myport.ac.uk).

Signature of Employer/Sponsor or authorised signatory: (please provide a **digital signature** if available, otherwise a **physical signature** is required)

Signatory's full name:

Telephone number:

Fax number:

Date this form was completed:

Email address:

Please return completed form to: [sponsors@port.ac.uk](mailto:sponsors@port.ac.uk) or DSAA, Student Administration Services Team, Mercantile House, Hampshire Terrace, Portsmouth, PO1 2EG. Our full bank details can be found by searching [What are the tuition fee payment options?](#) at [www.myport.ac.uk](http://www.myport.ac.uk). Further sponsorship information can be found by searching [Sponsor paying my tuition fees – what I need to know](#), at [www.myport.ac.uk](http://www.myport.ac.uk) or by telephoning 023 9284 3492/3293.

Form:  
RE2