

# Sponsorship Authorisation Form



## Sponsor Details

Ref/Order No (Note 1)

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Name and address for Invoicing (Note 2)

Name	
Address	
Postcode	
Contact name if different from above	
Telephone number	

## STUDENT DETAILS

First Name	
Surname	
Student Number	
Course of study	
Number of units (Note 4)	

Course Fees (Note 3)

Sponsor amount payable  
this year

Student amount payable  
this year

Other  
please specify below

## DECLARATION (STUDENT)

I accept that if my sponsor fails to pay the fees by the due payment date, I will be liable for the payment of all outstanding accounts.

Signature	
Name	
Date	

## DECLARATION (SPONSOR)

We agree to be responsible for payment of fees as detailed on this form.  
Payment will be made within 30 days of receipt of invoice.

Signature	
Name	
Position	
Date	
Official Company Stamp	

## Notes for Sponsors

- 1 Your reference number or Purchase order number should be entered here.
- 2 This should be the full address of the company, department or individual to whom the invoice should be sent.
- 3 This should be the course fee payable.
- 4 Where a student intends to register for a professional course whose price is quoted on a 'unit' basis, the student should state how many units are to be studied.

**FOR DETAILS ON UPLOADING THIS FORM TO YOUR STUDENT ACCOUNT, PLEASE GO TO STUDENT RECORDS ONLINE,**

Alternatively send to [fees@glos.ac.uk](mailto:fees@glos.ac.uk) or The Income Team, University of Gloucestershire, Finance and Planning Room 02.17, Pittville  
.Student Village, Laurie Lee Building, Albert Road, Cheltenham, GL52 3JG

