

## **Sponsorship Form – SP1**

### **Sponsorship Liability & Responsibility**

Sponsors/Employers/Companies completing this form accept full liability and responsibility for the payment of the fees type as indicated on the SP1 Sponsorship Details form below/overleaf. This fully completed form must be returned electronically to [sponfee@soton.ac.uk](mailto:sponfee@soton.ac.uk) or by post to Student Fees, Student Services Centre, George Thomas Building No.37, University of Southampton SO17 1BJ by the 1<sup>st</sup> day of the autumn term. Failure to do so will result in the fee liability and responsibility remaining with the student. Please be aware a separate form should be completed for each period of study unless otherwise indicated on the SP1 Sponsorship Details form below/overleaf. If an official sponsorship letter has already been provided stating all the relevant information, this form will not require completion.

This document, once signed, confirms your contractual obligation to pay fees for the named student(s) on the Sponsorship Details Form for the period stated. It is therefore recommended you form your own agreement with the student to cover his/her obligation to yourselves, should he/she withdraw from the course/programme 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 <http://www.southampton.ac.uk/uni-life/fees-funding/paying-your-fees.page>

In consideration of the University of Southampton providing Tuition and/or Halls of Residence to the student(s) named on the SP1 Sponsorship Details form, I/We 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 form Completed .....

Official Stamp of Sponsor/Company

### **SP1 – Sponsorship Details Form**

#### **Student Information**

Title	Forename(s)	Surname	Student ID No.	Year of Study

#### **Sponsor/Company Information**

Sponsor/Company Name	
Sponsor/Company Address	
Postal Code	
Contact Name	
Contact Telephone No.	
Fax Number	
Contact E-mail Address	
Purchase Order No. / Reference	
Billing Address	
Billing Postal Code	

#### **Financial Sponsorship Information**

Sponsorship type	Period of Sponsorship	Amount of Sponsorship
Tuition	From:                      To:	£
Hall of Residence	From:                      To:	£

Signature of Employer/ Authorised signatory

Date:

Official Stamp of Sponsor/Company