

## UEL Sponsor Form

If a student is being sponsored by an employer or another organisation is paying their fees we need proof of sponsorship before they can enrol. This editable form should be completed by both student and sponsor and a new form will be required for each academic year of study.

### **Section A (to be completed by student)**

Please complete this section then pass the form onto your sponsor to complete and sign Section B. It is your responsibility to make sure the form is returned to UEL in order for you to enrol.

Surname/Family name:

Forename:

Student number:

Course:

Tuition/Course Fee £:

(This can be found in your offer letter)

Please note that if your employer is only paying part of your fees, you will be required to arrange payment of your part of the fees before you can enrol.

### **Section B (to be completed by sponsor)**

Please complete this section in full and sign. The form should then be given back to the student for them to complete their enrolment.

Company name:

Invoicing address:

Postcode:

Your ref to be quoted on invoice:

Fee payment contact/department:

Telephone no:

Email address:

Please confirm, based on the course fee above, the amount of sponsorship;

In Full

Partial payment: £

or

%

### **Authorisation**

I accept on behalf of my organisation that UEL will invoice us for the fee indicated above, and that payment will be made within 30 days of the invoice date. I understand that should we fail to make payment, the student will be liable for any outstanding tuition fees.

Name:

Role:

Date:

Telephone:

Email :

**This form can be uploaded via UEL Direct in the UEL Applicant Portal or UEL Enrolment Task.**

**Alternatively if you are unable to complete the form from your device please print, complete and return it to [creditcontrol@uel.ac.uk](mailto:creditcontrol@uel.ac.uk).**