

PAYMENT FROM THIRD PARTY SPONSORS

By the term 'sponsor' we are referring to a third party such as an employer or government agency (we do not include in this category, assistance from friends or family, or support via Student Finance England / Student Loan Company).

Many students secure funding from such third party organisations and as such it is important that if some or all of your fees are to be met in this way both you and your sponsor are aware of their responsibilities.

Ideally sponsors should pay at the start of the academic year. However, we understand that many sponsors will require an invoice before making payment. As our University does not issue invoices until a student is enrolled, we therefore need you to supply certain information at the start of each academic year for which you will be funded.

What you need to supply; if your fees are to be met by a sponsor you need to supply our University with evidence of this sponsorship; you may be able to provide details in respect of your sponsor (including the opportunity to upload a copy letter or purchase order) via our University's Online Welcome & Registration facility, but in addition you can also provide a physical copy of your letter of sponsorship or purchase order to our **Planning, Reporting and Fees** team. This letter should be signed by an authorised person within your sponsoring organisation and should provide clear information as to the level of sponsorship, the address to which our university's invoice should be sent, any purchase order number which may need to be quoted on our invoice and clear contact information.

What will happen next; shortly after you enrol, your sponsoring organisation will be issued with our invoice and will be required to pay within 28 days of the invoice date. We have a range of accepted **methods of payment**. *Please note, instalment schemes are not available to sponsors and late payment interest will be levied on a daily basis against invoices outstanding beyond their due dates.*

Important Information

- Students from outside the EU who are claiming such financial sponsorship will need to be able to provide their sponsorship details as a pre-requisite to obtaining their CAS letter, and for returning students, for completing the re-enrolment process.
- The absence of proof of sponsorship will result in you being considered as self-financing.
- If your sponsor is only funding a proportion of your fees for the year, you need to investigate what payment options may be available to you for your own proportion of the fees.
- We recommend that you keep a copy of your sponsorship letter. This will assist in the event of any kind of dispute, or should the original go missing.
- Ultimately, any fees not paid by your sponsor will become your responsibility.