

# Employer/sponsor agreement for student's tuition fees payment

Please write clearly in CAPITALS

## Student details

First name

Surname

Course

Course Duration

Student registration number (if known)

*I understand that if for any reason my sponsor fails to pay the tuition fees I will be liable to pay.*

Student Signature

## Tuition fees payment

Employer / sponsor to pay £

Student to pay £

## Employer / sponsor details

Contact name

Position in company

Company / organisation name

Address for invoice

Company / organisation email

Purchase order number

I confirm that the payment for the submitted invoices will be made within 30 days from the invoice date.

Signed

Date

This form **must** be completed if an employer or sponsor has agreed to pay all or part of a student's tuition fees. Completed forms must be returned to Student Finance at the Student Centre at the address given below.

**If this confirmation of sponsorship is not submitted at the time of enrolment it must be completed within 14 days of the student enrolling otherwise the named student is expected to pay the tuition fees in accordance with the University of Hertfordshire's normal payment terms.**

### **University Fees**

The University charges tuition fees per course which include registration, tuition and exam fees. Fees must be paid in full once the student enrolls on the programme and if he/she decides to withdraw, refunds are given in accordance with the University's refund policy. When you sign this document you accept the terms of the University's fees policy and agree to pay in full the amount of the tuition fees. If the student leaves your employment during the academic year you need to arrange any repayment of the fees with the student, as the University does not adjust the fees payable in this case.

The University issues an invoice for all tuition fees due, unless you state otherwise in the appropriate box below. Please state clearly the exact amount that each party will pay.

If the duration of the programme is more than one academic year, confirmation of employer / sponsor payment is required for each year.

### ***Address for all forms to be returned to:***

**University of Hertfordshire, Student Centre, Hutton Hub, College Lane, Hatfield  
Hertfordshire, AL10 9AB**

**Tel: +44(0) 1707 284800**

**Fax: +44(0) 1707 286397**

**Email: [sponsored-student@herts.ac.uk](mailto:sponsored-student@herts.ac.uk)**