

Sponsorship Agreement Letter

This agreement letter is to be completed by an organisation wishing to sponsor a University of Bath student. The form can also be used to confirm a change in an existing approved sponsor's details, e.g. Address change.

The University will use the completed form to carry out due diligence including Anti-Money Laundering and Sanctions checks. If the University approve the organisation as a sponsor, the sponsor will be linked to the student and will later receive an invoice for their sponsorship contribution. The University reserves the right at it's sole discretion to reject any sponsorship request.

Payment should not be made in advance of the University issuing an invoice. Invoices are to be paid by direct bank transfer to the bank details provided on the invoice.

This completed form must be sent direct to the University programs contact or to Student Finance (stu-fin@bath.ac.uk).

Sponsoring Organisations Details		If an existing sponsor wishing to make changes, please enter account number here or tick unknown:	
		Unknown	
Name of organisation:			
Address (Head Office):		Postal Code / ZIP / PIN:	
		Country:	
Website:		Telephone:	
Company Registration number:		Relationship to student:	
Paying bank account name:		Bank country:	
Paying bank account number:		IBAN (If applicable):	
Information for invoice			
Tick if address is as above	Address:	Postal Code / ZIP / PIN:	
		Country:	
Generic Finance e-mail address to send invoice:		For the attention of: (department/ person)	
Purchase Order number:		Generic Finance phone number for queries:	

Sponsorship Details							
Student / applicant number:		Student / applicant name:					
Sponsorship of: (an academic year, a whole course or a module)	an academic year a whole course a module	Full or partial sponsorship: (either a %, a fixed amount or a maximum value)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">full fee partial</td> <td style="width: 50%; border: none;">£ %</td> </tr> <tr> <td colspan="2" style="border: none;">Max of £</td> </tr> </table>	full fee partial	£ %	Max of £	
full fee partial	£ %						
Max of £							
University Course contact: (for modular invoiced students)		Course module name: (for modular invoiced students)					

Declarations	Please tick each box	The organisation understands and agrees:
The information provided may be used to carry out the University's Anti Money Laundering checks.	<input type="checkbox"/>	
The University must report any suspicious activity found to the National Crime Agency.	<input type="checkbox"/>	
Payments will be made to the University's bank account stated on the invoice from the sponsor's bank account stated above.	<input type="checkbox"/>	
Payments are non-refundable except in accordance with the University's terms and conditions for tuition fee payment.	<input type="checkbox"/>	

Details of person completing the form			
Name:		Position in organisation:	
Contact e-mail:		Date completed:	